

# Admin Minnesota

## Office of State Procurement

Room 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155; Phone: 651.296.2600, Fax: 651.297.3996  
Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

## CONTRACT RELEASE: F-379(5)

**DATE:** FEBRUARY 29, 2024

**PRODUCT/SERVICE:** FURNITURE: SEATING, SYSTEMS, OFFICE, AND RELATED SERVICES

**CONTRACT PERIOD:** JANUARY 22, 2023, THROUGH JANUARY 21, 2025

**EXTENSION OPTIONS:** VARIOUS

**CONTRACT MANAGER:** JUSTIN PATRICK

**PHONE:** 651.201.2436

**E-MAIL:** [justin.patrick@state.mn.us](mailto:justin.patrick@state.mn.us)

**WEB SITE:** <https://mn.gov/admin/osp/>

### CONTRACT VENDOR

### CONTRACT NO.

### TERMS

### DELIVERY

VARIOUS

VARIOUS

VARIOUS

VARIOUS

[CLICK HERE TO VIEW CONTRACT VENDORS AND AUTHORIZED DEALERS](#)

**STATE AGENCIES SHOULD ALWAYS CONSIDER THE MINNCOR FURNITURE BEFORE MAKING A PURCHASING DECISION.**

**THE FOLLOWING CATEGORIES ARE SPECIFICALLY EXCLUDED FROM THE SCOPE OF PRODUCTS AVAILABLE ON THIS CONTRACT:**

- Student Housing Furniture – **See MINNCOR Contract No. [M-566\(5\)](#)**
- Student Classroom Furniture- **See MINNCOR Contract No. [M-566\(5\)](#)**
- Dormitory furniture including beds, and wardrobes- **See MINNCOR Contract No. [M-566\(5\)](#)**
- Park and Patio furniture- **See MINNCOR Contract No. [M-566\(5\)](#)**
- Healthcare Furniture- **See MINNCOR Contract No. [M-566\(5\)](#)**
- Refurbished Furniture- **See Contract Release No. [M-566\(5\)](#)**

**CONTRACT USERS.** This Contract is available to the following entities as indicated by the checked boxes below

- ☒ State agencies
- ☒ Cooperative Purchasing Venture (CPV) members

**STATE AGENCY CONTRACT USE.** This Contract must be used by State agencies unless a specific exception is granted by the Buyer/Acquisition Management Specialist listed above **or** you are purchasing products from MINNCOR.

**SUSTAINABLE PURCHASING.** Through the Sustainable Procurement Program (SPP), all State Agencies are asked to:

- Use sustainable state contracts.
- Support principles of sustainable procurement established within the Sustainable Procurement Charter.
- Participate in the contract user groups and provide feedback on contract terms when the contract is necessary to meet the business needs of the agency.

Executive Order 17-12 specifically states that State Agencies shall improve operational practices to achieve 25% sustainable purchases out of total spend on “priority” Contracts. This office furniture contract, F-379, is considered a “priority” Contract. To help reduce hazardous chemicals in the workplace, this contract implements a two-tier system to categorize the available products. **Tier 1** products have been verified to contain no chemicals of concern and can be purchased without restriction. **Tier 2** products may contain some level of the hazardous chemicals or are products that have yet to be reviewed and require approval prior to purchase. This system was developed to help State Agencies move towards a toxics-free workspace by prioritizing purchase of products that do not contain chemicals of concern, while still

allowing some latitude if needed. **Tier 2 products should be purchased as a last resort.** If you have a need to purchase Tier 2 products, you must first obtain written approval from the AMS. Use the link below to view the list of Tier 1 products available from all Authorized Dealers.

## **[Click Here to View NASPO Healthier Furniture Database](#)**

**CONTRACT FEEDBACK.** If these commodities or service can be better structured to help you with your business needs, let us know. We solicit your comments and suggestions to improve all of our contracts so that they may better serve your business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to your entity, whether a state agency or CPV, please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

## **HOW TO USE THIS MASTER CONTRACT**

- ☒ **Step 1: Request a Quote from one of the Authorized Dealer listed under the Vendors provided on this Contract Release. Complete and send the Authorized Dealer the Request for Quote Form, Installation Rider Form, and Attachment A.**

**You should not request a quote from an Authorized Dealer listed under a Vendor whose contract is not fully executed or on a contract that is expired.**

1.1 **QUOTES.** Ordering Entities may use the [Request for Quote Form F-379\(5\)](#).

Additional information may be required by the Ordering Entity so pricing can be verified. The Authorized Dealer must provide quotes within five (5) calendar days of receipt of the request for a quote unless an alternate timeline has been accepted by the Ordering Entity. **Before fulfilling any order through this Contract, the Authorized Dealer must receive written confirmation from the Ordering Entity that the quote has been received, understood, and accepted. This confirmation must be in the form of a Purchase Order. The Authorized Dealer must not deliver product or start any service prior to receiving a Purchase Order.**

**At a minimum the quote must include:**

- Authorized Dealer's name.
- Name of Authorized Dealer's representative providing the quote.
- Date of quote.
- State Contract Release F-379(5) and Contract number.
- Detailed description of the Contract product or item being provided. Individual price, quantity, and extended price, including percentage off list price.
- Detailed description of **premium services** that will be provided. Price per hour, number of hours and extended price.
- Total price for all products/items/services quoted.
- Expiration date of quote and current product lead times.
- Installation with Prevailing Wage rates.

1.2 **INSTALLATION RIDER AND ATTACHMENT A.** The Ordering Entity must complete the Installation Rider if the project requires prevailing wage installation. The Installation Rider is a contract between the Installer and the Ordering Entity. The Ordering Entity will fill out the Installation Rider with Attachment A, with the following information:

- Project Name
- Names of all parties
- Dates
- Prevailing Wage Rates
- Project Specific Specifications

The Ordering Entity will send the Installation Rider and Attachment A to the Authorized Dealer, who in turn sends the Installation Rider and Attachment A to the Installation Company for a quote and a signature.

The Authorized Dealer will send a complete product and installation quote and the signed Installation Rider. The Ordering Entity will need to sign the Furniture Installation Rider and send to [justin.patrick@state.mn.us](mailto:justin.patrick@state.mn.us) at the Office of State Procurement for the final signature. **The Installation Rider Form will need to be completed and signed by all three parties prior to the Purchase Order (PO) being issued. Only one Purchase Order is needed for product and services.**

**State Agency-** Agency Buyer may sign within their delegated authority. If the amount exceeds the Buyers delegated authority, the Agency head can sign. Administration will sign on behalf of the Commissioner.

**CPV Members-** CPV Members can sign within their own signing authority policy. Administration does not need to sign for CPV members, and the third signature box is not applicable.

[Click Here to View the Furniture Installation Rider](#) – View/Download to send to Authorized Dealer.

[Click Here to View Attachment A](#) – Form lists Construction Special Terms and Conditions. No signature required.

**For questions or assistance regarding the Installation Rider Form, please contact:**

Justin Patrick at [justin.patrick@state.mn.us](mailto:justin.patrick@state.mn.us)

☒ **Step 2: State agencies must complete a “Service Contract Certification Form.”**

Pursuant to Minnesota Statutes, section 16C.09, State agencies must complete a “Service Certification Form” before to issuing a purchase order for services offered from this Master Contract. See the [Login to OSP's Secure Portal under the Acquisitions section for the Service Certification Form.](#)

☒ **Step 3: The Ordering Entity must verify Contract Prices on the Quote to confirm contract pricing and that the After Receipt of Order (ARO), delivery and installation schedule meet the business need.**



**3.1 PRODUCT PRICING.** The following information explains the method(s) for calculating and/or confirming the contract prices offered on the Quote.

The Contract(s) pricing structure is a **PERCENTAGE DISCOUNT OFF OF LIST PRICE**. To calculate the Contract Price, follow the three steps detailed below.

- Locate the appropriate list price by following the Price Schedule link included in the Authorized Dealer Information for each Authorized Dealer on this Contract Release.
- Calculate the Contract Price by applying the percentage discount off listed in the Price Schedule.
- Confirm the price offered is equal to, or lower than, the price calculated in Item 2. Contact the Authorized Dealer for assistance determining the correct Contract Price.

**3.2 INSTALLATION AND SERVICES.** The Contract(s) includes **HOURLY RATES**. Confirm that the correct rate has been utilized by the Authorized Dealer noted within the Service Price Schedule under the appropriate Contract Vendor and that the number of hours is properly calculated/subtotaled.

**PREVAILING WAGE**

Installation rates are to be charged per the Department of Labor (DOLI) Prevailing Wage rates for the county in which services occur. The time charged is only while installers are **at the job site**. No travel time can be charged under the installation/Prevailing Wage rates. Please note: the Prevailing Wage rates utilized under the contract are the rates locked in at the time of the contract execution and are applicable for the duration of the contract.

[2023 Prevailing Wage rates](#)

At the end of your project the Authorized Dealer must provide a Prevailing Wage Report detailing the rates used for the project. The Prevailing Wage document will be kept in your Purchasing File only and does not need to be submitted to the Department of Labor (DOLI). The document is only kept in the event of an audit.

**When reviewing Quotes please note the following:**

- **Pricing ONLY needs to be verified at the FINAL quote stage after all fabrics, finishes and selections have been completed. Pricing does not need to be verified at the budgetary stage.**
- **The Ordering Entities should only accept quotes that provide itemized contract pricing. The quote must include enough detail for the Ordering Entity to verify pricing.**
- **LUMP SUM PRICE QUOTES MUST BE REJECTED AND REWORKED BY THE AUTHORIZED DEALER TO SHOW ITEMIZED STATE CONTRACT PRICING.**

☒ **Step 4: Establish a Project Plan with the Authorized Dealer.**

Before beginning any project, the Ordering Entity must review and finalize the scope of work and plans for their project (hereinafter referred to as "Project Plan") with the Authorized Dealer, approve the plans, or request necessary changes in writing. It is best practice for the Ordering Entity to designate an Authorized Representative to manage each project. An Ordering Entity's Authorized Representative may also be charged with setting the parameters, finances, and calendar; vetting on-site workers; and developing a strategy for potential conflict resolution or corrective actions. Note that a Project Plan is a different document than a Request for Quote, Purchase Order, or Invoice.

The Authorized Dealer must work with the Ordering Entity's Authorized Representative to establish mutually acceptable time frames for the Project Plan, create and monitor a schedule, notify the Ordering Entity's Authorized Representative, within a timely manner, if the scheduled time frames will not be met and establish new time frames acceptable by the Ordering Entity.

Premium services as defined for this Contract are services that exceed the requirements of Project Management as defined in the Authorized Dealer's responsibilities of the Contract Release. Premium services typically apply to larger products where the time required to design, quote, or manage a project exceed services typically included at no cost in smaller projects.

Premium services may incur additional costs as agreed upon between the Ordering Entity and the Authorized Dealer before the final Project Plan approval. The Ordering Entity will not be responsible for any costs incurred for these services unless the Authorized Dealer received written approval and a purchase order from the Ordering Entity before performing the services.

☒ **Step 6: Establish a Purchase Order.**

**6.1 CREATING YOUR PURCHASE ORDER.** Once the Project Work Plan has been approved, a Purchase Order (PO) must be issued before any work is started by the Authorized Dealer.

State agencies issuing Purchase Orders should use a Contract Release Order (CRO) or a Blanket Purchase Order (BPO).

When creating a Purchase Order State agencies should utilize the applicable **Tier 1 or Tier 2 lines** to accurately denote the purchased products on contract. Please refer back to Sustainable Purchasing at the top of this release for additional information.

Storage Services as defined in this Contract, must be outlined in the Purchase Order. (See Storage Services section of this Contract Release.)

☒ **Step 7: Manage Your Project.**

**7.1 MANAGING YOUR PROJECT.** The Ordering Entity's Authorized Representative must work with the Authorized Dealer to ensure that the project is progressing according to the Project Plan. The goal is to manage the project so

that it finishes on schedule and within budget, while still meeting the Project Plan and the Master Contract requirements. The Authorized Dealer must establish a consistent communication plan mutually agreed on by the Ordering Entity and the Authorized Dealer to keep the project on task.

Any changes to the Project Plan must be made in writing and mutually agreed to by the Ordering Entity and the Authorized Dealer before changes occur.

The Authorized Dealer must perform a final inspection of all installations with the Ordering Entity's Authorized Representative. All discrepancies or problems noted in the final inspection must be resolved before the Authorized Dealer's invoice will be paid.

## ☒ **Step 8. Paying the Final Invoice.**

### **8.1 INSPECTION AND CONFIRMING PRICING.**

Before issuing payment on an invoice, the Ordering Entity must inspect the contract products and services to ensure they match both the terms and pricing on the contract. **ONLY ACCEPT INVOICES THAT ARE ITEMIZED ACCORDING TO THE CONTRACT.** The invoice must include enough detail for the Ordering Entity to verify products delivered and services provided.

- The Contract(s) pricing structure is a PERCENTAGE DISCOUNT OFF OF LIST PRICE. To calculate the Contract Price, follow the three steps detailed below.
  1. Locate the appropriate list price by following the Price Schedule link included under the Contract Vendor Information on this Contract Release.
  2. Calculate the Contract Price by applying the percentage discount off to the listed price in the Price Schedule.
  3. Confirm the price offered is equal to, or lower than, the price calculated in Item 2. Contact the Authorized Dealer for assistance determining the correct Contract Price.

The Contract(s) includes HOURLY RATES under the Service Price Schedules link under each Contract Vendor. Confirm that the correct rate has been utilized by the Authorized Dealer and that the number of hours is properly calculated/subtotalled. **ONLY TIME AT THE JOB SITE CAN BE CHARGED FOR INSTALLATION.** Review the number of hours invoiced against the scope of your project and the actual number of hours the Authorized Dealer worked.

### **8.1 IC134 FORM**

After the completion of your project the Authorized Dealer must submit an IC134 form to Minnesota Revenue and provide proof of Revenues approval prior to payment being issued to the Authorized Dealer. The following is a link to the form to provide the Authorized Dealer who conducted your project.

[IC134 Form – to be submitted by Authorized Dealer only \*\*AFTER\*\* the project has been completed.](#)

## ☒ **Step 9. Purchasing File.**

Once your project is complete ensure that your purchasing file contains:

- ☒ **Installation Rider Forms/Attachment A**
- ☒ **Service Certification Form**
- ☒ **Quote/Invoice**
- ☒ **Prevailing Wage Reporting**
- ☒ **IC134 Form**

**END OF HOW TO USE THIS MASTER CONTRACT INSTRUCTIONS**

## SPECIAL TERMS AND CONDITIONS

**SCOPE:** The State has signed Participating Addendums (PAs) to the National Association of State Procurement Officials (NASPO or NASPO ValuePoint) Master Price Agreements to provide the products and services listed below. The make and model of the items available under these categories are listed on the Discount Matrix files for each vendor.

**Please see the sustainable purchasing section above for guidance on Tier 1 and Tier 2 products. State agencies must purchase Tier 1 products unless they receive approval from the AMS. Larger scope projects requesting Tier 2 purchases may also require PCA approval.**

## **2023 -2028 NASPO AWARDED PRODUCT CATEGORIES**

- 1. Office Seating and Accessories.** Office Seating and Accessories includes general purpose office chairs that are normally used in an office environment and may include, but are not limited to those seating styles typically referred to as: conference/executive chairs, task chairs, side/guest chairs, nesting folding chairs, tablet armchairs and stools. **Also available on MINNCOR Contract No. [M-566\(5\)](#).**
- 2. Lounge and Public Seating and Accessories.** Lounge and Public Seating and Accessories includes products with single seat units, units with multiple seating positions within one unit or ganged seating units, and folding chairs. Public and lounge seating may be ganged/connected. Seating in this category would normally be used in indoor common/shared spaces such as waiting, reception, visitor seating, restaurant and dining settings and other gathering areas. Seating units that must be attached to the building structure for support or stability purposes and general purpose or task-oriented office chairs are not included.
- 3. Desks, Tables, and Related Products and Accessories.** Desks, Tables, and Related Products and Accessories include products intended for use in commercial office, institutional and training environments; including retail spaces and restaurants. Tables may be collapsible and/or stackable. Tables with attached seating are excluded. **Also available on MINNCOR Contract No. [M-566\(5\)](#).**
- 4. Panel Systems and Accessories.** Panel Systems and Accessories include panel systems, screens, panel supported systems, and various hang on components.
- 5. Storage and Accessories.** Storage and Accessories include freestanding, mobile, and wall mounted storage units and shelving, bookcases, filing cabinets, pedestal filing cabinets, wardrobes, and other similar functioning storage products. **Also available on MINNCOR Contract [No. M-566\(5\)](#).**
- 6. Architectural Products and Accessories.** Architectural Products and Accessories include prefabricated walls, typically steel or aluminum frame with custom design solutions for a variety of applications. A non-structural, manufactured wall system consisting of prefinished modular panels assembled to create various spaces. May be installed into a track system, panels may interlock or butt together with system hardware. Utilities and other infrastructure may be incorporated into the system as well as whiteboards, housing for monitors, and can incorporate lighting, and shelving. The system is best for floor to ceiling installations. This wall type is best suited for longer duration needs and for project separations in occupied spaces and as a barrier.

## **PRICING.**

**Discount Matrix.** For each Authorized Dealer, a discount matrix is available through a link provided in the Authorized Dealer information below. The discounts listed in the Discount Matrix were negotiated at the time the Contract was established. The discounts listed will remain the same, or increase, throughout the life of the contract. Price and product adjustments are allowed through contract amendments between the Lead State (Utah) and the Authorized Dealer that may update the price list date or number.

**INFORMATION POSTED ON THE NASPO VALUE POINT WEBSITE MAY HAVE DIFFERENT DISCOUNTS, PRICING OR TERMS THAN THOSE POSTED IN THIS CONTRACT RELEASE. IN THE EVENT OF A DISCREPANCY BETWEEN INFORMATION POSTED ON THE NASPO SITE AND WHAT IS POSTED HEREIN, THE INFORMATION POSTED HEREIN SHALL PREVAIL.**

Some Discount Matrix pages also include additional terms and conditions specific to certain types of purchases.



**Price Books.** The Authorized Dealer's current price books are available through links provided in the Authorized Dealer information section of this release. To verify pricing on quotes or invoices, you must locate the discounts in the Discount Matrix and then apply the discounts to the prices in the posted price books. **PRICE LISTS MAY INCLUDE PRODUCTS THAT ARE NOT AVAILABLE ON THE CONTRACT. TO VERIFY WHAT PRODUCTS ARE ON THE CONTRACT, REFER TO THE DISCOUNT MATRIX FOR A LIST OF CONTRACT ITEMS.**

**NOTE:** At no time should the ordering entity pay more than the Contract price. The ordering entity must contact the Authorized Dealer immediately if there is a discrepancy between the vendor's quote and the Contract price. The ordering entity must contact the AMS immediately if there is a discrepancy between the price on the invoice and the quote or the Contract price.

**FREIGHT/SHIPPING TERMS.** All shipments shall be FOB Destination Prepaid Allowed. Freight/delivery charges are included in the cost of the furniture. Additional freight/delivery charges may be added to the invoice if the Ordering Entity requested expedited or special delivery requirements and the additional charges were approved in writing prior to delivery.

**DELIVERY.** The Authorized Dealer, or its Authorized Dealer, shall offer the following delivery methods.

- **Drop Ship** – Products will be delivered by a common carrier and offloaded at a dock.
- **Inside Delivery** – Products will be delivered by the Authorized Installer inside an office building location as designated on a purchase order. Products will be unloaded and unboxed with no assembly required. The Ordering Entity must specify this requirement when requesting a quote.
- **Assembly** – Products will be delivered, unloaded, and assembled according to the approved design plan and to a move-in ready condition. The Ordering Entity must specify this requirement when requesting a quote.

The Authorized Dealer must inform the Ordering Entity, at the time the order is placed, anytime delivery will not include offloading the product.

The Authorized Dealer shall not proceed with any delivery without the approval of the Ordering Entity. If proper delivery notice is not given to the Ordering Entity, delivery may be refused, and the Authorized Dealer shall deliver at a later date at no additional charge to the entity.

**VENDOR NON-PERFORMANCE AND ASSOCIATED CHARGES.** If the Ordering Entity is experiencing late deliveries, or unacceptable product is delivered, the Ordering Entity shall notify the Authorized Dealer and the AMS in writing using the [Vendor Performance Report](#), (VPR) which is also available on the Office of State Procurement (OSP) website.

- The VPR must provide a detailed list of the issues that need to be addressed.
- The Authorized Dealer shall have 5 days to submit, in writing, a plan to resolve the issues reported by the ordering agency.
- The plan must include the date the Authorized Dealer anticipates the issues will be resolved. If the issues are not resolved to the agency's satisfaction, or within the time frame agreed on, the Authorized Dealer may be considered in default of the contract and may be subject to the default procedures, as defined in the Contract.
- Charges will be based on the actual costs the delay has caused to the project.
- Actual costs may include, but not be limited to, additional costs to purchase items or services from another source, installation, including overtime costs if necessary, storage costs or any actual costs incurred by the ordering agency for delays.
- No payments will be made to the Authorized Dealer on the project until the resolution has been accepted by the ordering agency.
- The vendor in default will be paid only for the services or products that can be accepted by the ordering agency minus any default charges.
- If the default vendor owes default charges in excess of any authorized payments, they shall submit payment within 10 days of notification from the Contract Administrator.
- The ordering entity must work with the Acquisition Management Specialist listed on the Contract Release prior to taking any action under this paragraph.

**STORAGE.** If requested by the Ordering Entity, the Authorized Dealer must have the ability to provide storage of furniture past the delivery date agreed to by both parties until new building(s) or building renovations are complete. The Authorized Dealer shall advise the agency prior to incurring storage costs.

The Authorized Dealer shall invoice the agency based on the rate per sq. ft. of space utilized for storage per the participating addendum. If storage is required due to delays on the part of the Authorized Dealer, the storage shall be at no charge.

**The purchasing agency will not be responsible for any costs incurred for these services unless the Authorized Dealer has received written approval and a purchase order from the Ordering Entity prior to performing the services.**

**PROJECT COORDINATION.** Project coordination, as defined for this Contract, is the standard services required to provide a quote and complete a smaller project. The Authorized Dealer shall provide project coordination at no additional cost. Project coordination may include but not be limited to; an assessment of the purchasing agency's needs, preparing a standard design/installation plan, including existing furniture if applicable, provide a detailed list of product requirements and costs. The Authorized Dealer shall coordinate the required delivery and address any issues of damaged product. Additional requirements, as agreed upon by the Authorized Dealer and the Ordering Entity, should be outlined in the project scope or purchase order. The Authorized Dealer is responsible for accurately specifying all necessary products including parts, components, connectors, fillers, trim pieces, and other items in the plan and on the component list. If parts are missing at assembly time, the Authorized Dealer is responsible for the quick shipment of the missing parts.

**PREMIUM SERVICES.** Premium services, as defined for this Contract are Project Management and **DESIGN SERVICES** (see below) that exceed the requirements of the NASPO Master Agreement for Office Furniture, and the project coordination services described above, or other services normally included in the cost of the product. Premium services may incur additional costs per the rates provided in the Contract, as agreed upon between the purchasing agency and the Authorized Dealer in writing prior to final project approval. **The purchasing agency will not be responsible for any costs incurred for these services unless the Authorized Dealer has received written approval and a purchase order from the Ordering Entity prior to performing the services.**

**DESIGN SERVICE.** The Authorized Dealer or its Authorized Dealer must provide, at the request of the Ordering Entity, professional/technical design services for new furniture purchases **limited to \$5,000**, unless written approved is granted by the OSP Professional Technical section. The Authorized Dealer may also be required to identify, and inventory existing furniture required for a project, such as file cabinets, tables, chairs, and floor to ceiling partitions, etc. Prior to incurring charges, the Authorized Dealer must work with the Ordering Entity project manager, negotiate, and agree in writing to the number of design hours necessary to create a successful project. All work done under this section must be approved by the ordering entity and a purchase order must be entered prior to the work being started.

The Authorized Dealer or its Authorized Dealer may be required to take field measurements prior to submitting the final installation plan. The accuracy of all facility dimensions and obstructions, including, but not limited to, radiators, outlets, switches, thermostats, fire extinguishers, etc. shall be the Authorized Dealers sole responsibility. If the Authorized Dealer is found to have designed and specified a new furniture installation which does not fit as planned due to inaccurate floor plans, it shall be the Authorized Dealer's sole responsibility (financial and logistically) to resolve the matter to the Ordering Entity's satisfaction. No payments will be made to the Authorized Dealer on the project until the resolution has been accepted by the Ordering Entity.

The Authorized Dealer shall prepare a preliminary installation plan, showing in detail the position of all new furniture components required as well as existing systems furniture and other free-standing furniture, including but not limited to, file cabinets, tables, chairs and floor to ceiling partitions that will be included in the project.

After development of the preliminary installation plan, the Ordering Entity is allowed to make two sets of changes, based on program changes, etc. prior to the finalization of the preliminary plan. If more than two sets are necessary, the Authorized Dealer may charge for design services per the rate defined in the pricing pages.

Prior to incurring additional charges, the Authorized Dealer and the project manager shall negotiate and agree in writing to the number of additional design hours necessary to create a successful project. The Ordering Entity shall approve, in writing, the final plan prior to proceed to the installation design plan.

Once the preliminary installation plan is approved, the Authorized Dealer shall prepare a final installation plan for approval by the Ordering Entity. The plan must show in detail all new and existing systems furniture required for the project, wall heights, colors, types of panels, voice/data outlets, as well as other free-standing furniture required to complete the plan. Only the Ordering Entity project manager can make changes to approved plans.

Along with the installation plan, the Authorized Dealer shall provide the Ordering Entity project manager with an itemized parts list specifying in detail all new office furniture required for the project that will be ordered from the Authorized Dealer, including product model numbers, quantities, finishes, etc. and a summation quote as to the total cost.

**PROFESSIONAL/TECHNICAL (P/T) SERVICES.** Design Services include space planning, installation plans, furniture migration strategies, reconfiguration plans for existing systems, and assistance with furniture selection, interior office design, and computerized installation drawings.



Professional Services for design services must be related to the purchase of furniture from this Contract and are limited to \$25,000 per project. For projects exceeding \$5,000, agencies must complete a Professional/Technical two signature contract document by entering an Agency Service Contract (ASK), process a Work Order Certification Form, and create a SWIFT Purchase Order (contract encumbering document, KEO) against the ASK Contract for the complete order.

The T-Number for the Work Order Contract is the vendor's OSP Contract Number listed in OSP's Contract Release document. Once these steps have been completed, only the completed Professional/Technical two signature contract document, with the OSP Contract Number on it, should be sent to the vendor. Agencies cannot use a Purchase Order to procure these services unless the total cost of the project is \$5,000 or less. If the project includes Professional/Technical services exceeding \$25,000, State agencies must request, in writing, and obtain written approval from the OSP – Professional/Technical Contracts Section, before proceeding with the project.

**-----END OF SPECIAL TERMS AND CONDITIONS-----**

## CONTRACT VENDORS AND AUTHORIZED DEALERS

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
<b>KRUEGER INTERNATIONAL, INC.</b> 1330 Bellevue St Green Bay, WI 54302	<b>STATE: 223882</b> <b>NASPO: MA3968</b> <b>KI Contract Service Contact:</b> ANDY VANSTRATTEN <a href="mailto:andy.van.straten@ki.com">andy.van.straten@ki.com</a>	<b>NET 30</b>	<b>AS REQUESTED</b>

[\*\*KRUEGER INTERNATIONAL NASPO MASTER CONTRACT\*\*](#)  
[\*\*KRUEGER INTERNATIONAL NASPO PARTICIPATING ADDENDUM\*\*](#)

**NASPO Awarded categories**

- Office seating and accessories
- Lounge and public seating and accessories
- Desks, tables, and related products and accessories
- Panel systems and accessories
- Storage and accessories
- Architectural products and accessories

**AUTHORIZED DEALER NAME: ALTERNATIVE BUSINESS FURNITURE**  
**ADDRESS:** 6533 Flying Cloud Dr. Ste. 800, Eden Prairie, MN 55344  
**CONTACT:** Ron Beckman  
**PHONE:** 952-253-2819  
**E-MAIL:** [INFO@ALTBUSFURN.COM](mailto:INFO@ALTBUSFURN.COM)  
**VENDOR NO.:** 0000220906 001

[CLICK HERE TO VIEW ALTERNATIVE BUSINESS FURNITURE SERVICE PRICE SCHEDULE](#)

**AUTHORIZED DEALER NAME: DUET RESOURCE GROUP**  
**ADDRESS:** 224 SOUTH 1<sup>ST</sup> STREET, MILWAUKEE, WI 53204  
**CONTACT:** KYLE ELSEMORE  
**PHONE:** 715-212-9335  
**E-MAIL:** [KYLE.ELSEMORE@DUETRESOURCEGROUP.COM](mailto:KYLE.ELSEMORE@DUETRESOURCEGROUP.COM)  
**VENDOR NO.:** 0001142750

[CLICK HERE TO VIEW DUET SERVICE PRICE SCHEDULE](#)

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
<b>STEELCASE, INC.</b> 901 44 <sup>th</sup> Street Grand Rapids, MI 49508	<b>STATE: 223337</b> <b>NASPO: MA3969</b>	<b>NET 30</b>	<b>AS REQUESTED</b>

[\*\*STEELCASE NASPO MASTER CONTRACT MA3969\*\*](#)  
[\*\*STEELCASE NASPO PARTICIPATING ADDENDUM\*\*](#)

**NASPO Awarded categories**

- Office seating and accessories
- Lounge and public seating and accessories
- Desks, tables, and related products and accessories
- Panel systems and accessories
- Storage and accessories
- Architectural products and accessories

**AUTHORIZED DEALER NAME: Acre Workplace**

**ADDRESS:** 1601 Utica Ave Suite 325 St. Louis Park MN 55416

**CONTACT:** Ryan Carlson

**PHONE:** 952-925-7543

**E-MAIL:** [RCARLSON@ACREWORKPLACE.COM](mailto:RCARLSON@ACREWORKPLACE.COM)

**VENDOR NO.:** 0000195747

[CLICK HERE FOR ACRE WORKPLACE SERVICE PRICE SCHEDULE](#)

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**AUTHORIZED DEALER NAME:** Atmosphere Interiors

**ADDRESS:** 81 S 9<sup>th</sup> Street Suite 450 Minneapolis MN 55402

**CONTACT:** Craig Holst

**PHONE:** 612-343-5872

**E-MAIL:** [CRAIG.HOLST@ATMOSPHERECI.COM](mailto:CRAIG.HOLST@ATMOSPHERECI.COM)

**VENDOR NO.:** 0000203534

[CLICK HERE FOR ATMOSPHERE INTERIORS SERVICE PRICE SCHEDULE](#)

=====

**AUTHORIZED DEALER NAME:** Connect Interiors

**ADDRESS:** 3803 Main Ave. Fargo, ND 58103

**CONTACT:** CharRae Chwialkowski

**PHONE:** 701-277-7222

**E-MAIL:** [JOHNS@DULUTHTYPE.COM](mailto:JOHNS@DULUTHTYPE.COM)

**VENDOR NO.:** 00001066278

[CLICK HERE FOR CONNECT INTERIORS SERVICE PRICE SCHEDULE](#)

=====

**AUTHORIZED DEALER NAME:** Duluth Type & Business Furniture

**ADDRESS:** 30 N. 3rd Ave West, Duluth, MN 55802

**CONTACT:** John Sanori

**PHONE:** 218-722-5811

**E-MAIL:** [JOHNS@DULUTHTYPE.COM](mailto:JOHNS@DULUTHTYPE.COM)

**VENDOR NO.:** 0000193696

[CLICK HERE FOR DULUTH TYPE SERVICE PRICE SCHEDULE](#)

=====

**AUTHORIZED DEALER NAME:** Interstate Office Products

**ADDRESS:** 228 S. Main Avenue Sioux Falls, SD 57104

**CONTACT:** Kristi Christensen

**PHONE:** 605-275-3131

**E-MAIL:** [KCHRISTENSENI-O-P.COM](mailto:KCHRISTENSENI-O-P.COM)

**VENDOR NO.:** 0000273952

[CLICK HERE FOR INTERSTATE OFFICE SERVICE PRICE SCHEDULE](#)

=====

**AUTHORIZED DEALER NAME:** Schmidt Goodman Office Products, Inc.

**ADDRESS:** 1920 North Broadway Rochester, MN 55096

**CONTACT:** Sam Sagdalen

**PHONE:** 507-536-3477

**E-MAIL:** [S.SAGDALEN@SCHMIDTGOODMAN.COM](mailto:S.SAGDALEN@SCHMIDTGOODMAN.COM)

**VENDOR NO.:** 0000198618

[CLICK HERE FOR SCHMIDT AND GOODMAN SERVICE PRICE SCHEDULE](#)

## **STEELCASE PRICING DOCUMENTS**

[CLICK HERE FOR STEELCASE DISCOUNT OFF LIST MATRIX](#)

[CLICK HERE FOR STEELCASE PRODUCT PRICING LINKS](#)

[CLICK HERE FOR STEELCASE SAMPLE QUOTE](#)

[CLICK HERE FOR STEELCASE SAMPLE INVOICE](#)

**PURCHASE ORDERS AND PAYMENTS SHOULD BE MADE TO THE AUTHORIZED DEALER FOR STEELCASE**

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**CONTRACTOR VENDOR**

**HERMAN MILLER (Millerknoll)**  
855 East Main Ave.  
Zeeland, MI 49464

**CONTRACT NO.**

**STATE: 224758**  
**NASPO: MA3967**

**TERMS**

**NET 30**

**DELIVERY**

**AS REQUESTED**

**HERMAN MILLER NASPO MASTER CONTRACT MA3967**

**NASPO Awarded categories**

- Office seating and accessories
- Lounge and public seating and accessories
- Desks, tables, and related products and accessories
- Panel systems and accessories
- Storage and accessories

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**AUTHORIZED DEALER NAME: Intereum Holding, LLC**

**ADDRESS:** 9800 8<sup>th</sup> Ave N, Plymouth, MN 55441

**CONTACT:** Tony Bachman

**PHONE NUMBER:** 763-238-0112

**EMAIL:** [tbachman@intereum.com](mailto:tbachman@intereum.com)

**VENDOR NUMBER:** 0001151041

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**AUTHORIZED DEALER NAME: Parameters, LTD**

**Address:** 705 Marquette Ave S, Ste 1000, Minneapolis, MN 55402

**Contact:** Chris Rose

**Phone Number:** 612-961-2767

**Email:** [CROSE@PARAMETERS.COM](mailto:CROSE@PARAMETERS.COM)

**Vendor No.:** 00012694025

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**AUTHORIZED DEALER NAME: Interoffice**

**Address:** 1630 1<sup>st</sup> Ave N, Suite A Fargo, ND 58102

**Contact:** Aubree Leiser

**Phone Number:** 701.478.2085

**Email:** [aubree@interofficend.com](mailto:aubree@interofficend.com)

**Vendor No.:** 0001090166

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**HERMAN MILLER PRICING DOCUMENTS**

**[CLICK HERE TO VIEW MILLER DISCOUNT MATRIX](#)**

**[CLICK HERE TO VIEW CURRENT PRICE LIST](#)**

**[CLICK HERE TO VIEW HERMAN MILLER SERVICE PRICE LIST](#)**

**[CLICK HERE TO VIEW HERMAN MILLER SAMPLE QUOTE](#)**

**[CLICK HERE TO VIEW HERMAN MILLER SAMPLE INVOICE](#)**

**PURCHASE ORDERS AND PAYMENTS SHOULD BE MADE TO THE AUTHORIZED DEALER FOR HERMAN MILLER**

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**CONTRACT VENDOR**

**ALLSTEEL**  
2210 Second Avenue  
Muscatine, IA 52761

**CONTRACT NO.**

**STATE: 223884**  
**NASPO: MA3963**

**TERMS**

**NET 30**

**DELIVERY**

**AS REQUESTED**

**ALLSTEEL NASPO MASTER CONTRACT MA3963**

**ALLSTEEL NASPO PARTICIPATING ADDENDUM**

**NASPO Awarded categories**

- Office seating and accessories
- Lounge and public seating and accessories

- Desks, tables, and related products and accessories
- Panel systems and accessories
- Storage and accessories
- Architectural products and accessories

**AUTHORIZED DEALER NAME:**

**Henricksen & Company**

**ADDRESS:** 800 Washington Ave N, Suite 200, Minneapolis, MN 55401

**CONTACT:** Larry Voelkers

**PHONE NUMBER:** 612.868.2531

**EMAIL:** [l.voelkers@henricksen.com](mailto:l.voelkers@henricksen.com)

**VENDOR NO.:** 0000267071 001

[CLICK HERE TO SEE HENRICKSEN & COMPANY SERVICE PRICE SCHEDULE](#)

**AUTHORIZED DEALER NAME:**

**Coopers Office Supplies**

**ADDRESS:** 102 East Lincoln Ave., Fergus Falls, MN 56537

**CONTACT:** Jeff Schafer

**PHONE NUMBER:** 218.739.5295

**EMAIL:** [jSchafer@coopersinc.com](mailto:jSchafer@coopersinc.com)

**VENDOR NO.:** 0000192556 001

[CLICK HERE TO SEE COOPERS OFFICE SUPPLIES SERVICE PRICE SCHEDULE](#)

**ALLSTEEL PRICING DOCUMENTS**

[CLICK HERE FOR ALLSTEEL DISCOUNT OFF PRICE MATRIX](#)

[CLICK HERE FOR ALLSTEEL PRODUCT PRICING LINKS](#)

[CLICK HERE FOR ALLSTEEL SAMPLE INVOICE](#)

**PURCHASE ORDERS AND PAYMENTS SHOULD BE MADE TO THE AUTHORIZED DEALER FOR ALLSTEEL**

**CONTRACT VENDOR**

**The HON Company LLC**

200 Oak Street  
Muscatine, IA 52761

**CONTRACT NO.**

**STATE: 223927**

**NASPO: MA3970**

**TERMS**

**NET 30**

**DELIVERY**

**AS REQUESTED**

[THE HON COMPANY LLC NASPO MASTER CONTRACT MA3970](#)

[THE HON COMPANY LLC NASPO PARTICIPATING ADDENDUM](#)

**NASPO Awarded categories**

- Office seating and accessories
- Lounge and public seating and accessories
- Desks, tables, and related products and accessories
- Panel systems and accessories
- Storage and accessories

**AUTHORIZED DEALER NAME: Henricksen**

**ADDRESS:** 800 Washington Ave N, Suite 200, Minneapolis, MN 55401

**CONTACT:** Larry Voelkers

**PHONE NUMBER:** 612.868.2531

**EMAIL:** [l.voelkers@henricksen.com](mailto:l.voelkers@henricksen.com)

**VENDOR NO.:** 0000267071 001

**AUTHORIZED DEALER NAME: Innovative Office Solutions**

**ADDRESS:** 151 Cliff Rd. E. Burnsville, MN 55337

**CONTACT:** Keith Kleinschmidt

**PHONE NUMBER:** 952-698-9249

**EMAIL:** [KKleinschmidt@innovativeos.com](mailto:KKleinschmidt@innovativeos.com)

**VENDOR NO.:**

**AUTHORIZED DEALER NAME:** Business Essentials

**ADDRESS:** 44 Northern Stacks Drive, Suite 120 Minneapolis, MN 55421

**CONTACT:** Lisa Gordon

**PHONE NUMBER:** 608-769-1699

**EMAIL:** [LGordon@orderbe.com](mailto:LGordon@orderbe.com)

**VENDOR NO.:**

**THE HON COMPANY PRICING DOCUMENTS**

**[CLICK HERE FOR HON COMPANY PRICE SCHEDULE](#)**

**[CLICK HERE FOR HON COMPANY DISCOUNT OFF PRICE MATRIX](#)**

**[CLICK HERE FOR HON COMPANY PRODUCT PRICING LINKS](#)**

**[CLICK HERE FOR HON COMPANY SAMPLE INVOICE](#)**

**PURCHASE ORDERS AND PAYMENTS SHOULD BE MADE TO THE AUTHORIZED DEALER FOR HON Company**

**CONTRACT VENDOR**

**CONTRACT NO.**

**TERMS**

**DELIVERY**

**ALLSEATING CORPORATION**

**STATE: 231994**

**NET 30**

**AS REQUESTED**

5800 Avebury Road, Unit 3

**NASPO: MA3962**

Mississauga ON Canada L5R 3M3

**[ALLSEATING CORPORATION NASPO MASTER CONTRACT MA3962](#)**

**[ALLSEATING CORPORATION NASPO PARTICIPATING ADDENDUM](#)**

**NASPO Awarded Categories**

- Office seating and accessories

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**AUTHORIZED DEALER NAME:** Acre Workplace

**ADDRESS:** 1601 Utica Ave Suite 325 St. Louis Park MN 55416

**CONTACT:** Ryan Carlson

**PHONE:** 952-925-7543

**E-MAIL:** [RCARLSON@ACREWORKPLACE.COM](mailto:RCARLSON@ACREWORKPLACE.COM)

**VENDOR NO.:** 0000195747

=====

**AUTHORIZED DEALER NAME:** ALTERNATIVE BUSINESS FURNITURE

**ADDRESS:** 6533 Flying Cloud Dr. Ste. 800, Eden Prairie, MN 55344

**CONTACT:** Ron Beckman

**PHONE:** 952-253-2819

**E-MAIL:** [INFO@ALTBUSFURN.COM](mailto:INFO@ALTBUSFURN.COM)

**VENDOR NO.:** 0000220906 001

=====

**AUTHORIZED DEALER NAME:** Atmosphere Commercial Interiors LLC.

**ADDRESS:** 81 S 9<sup>th</sup> Street Suite 450 Minneapolis MN 55402

**CONTACT:** Craig Holst

**PHONE:** 612-343-5872

**E-MAIL:** [CRAIG.HOLST@ATMOSPHERECI.COM](mailto:CRAIG.HOLST@ATMOSPHERECI.COM)

**VENDOR NO.:** 0000203534

=====

**AUTHORIZED DEALER NAME:** ELECTRONIC OFFICE ENVIRONMENTS

**ADDRESS:** 8713 Callahan Trail, Inver Grove Heights, MN 55076

**CONTACT:** Chris Juarez

**PHONE NUMBER:** 651-224-0344



EMAIL: [EOE@EOEERGO.COM](mailto:EOE@EOEERGO.COM)

VENDOR NO.: 0000208407

AUTHORIZED DEALER NAME: FLUID INTERIORS

ADDRESS: 100 6<sup>th</sup> Street #100A, Minneapolis, MN 55403

CONTACT: Erica Adams

PHONE NUMBER: 612-746-8742

EMAIL: [ERICA.ADAMS@FLUIDINTERIORS.COM](mailto:ERICA.ADAMS@FLUIDINTERIORS.COM)

VENDOR NO.: 0000295661

AUTHORIZED DEALER NAME: Henricksen

ADDRESS: 800 Washington Ave N, Suite 200, Minneapolis, MN 55401

CONTACT: Larry Voelkers

PHONE NUMBER: 612.868.2531

EMAIL: [l.voelkers@henricksen.com](mailto:l.voelkers@henricksen.com)

VENDOR NO.: 0000267071 001

AUTHORIZED DEALER NAME: Innovative Office Solutions

ADDRESS: 151 Cliff Rd. E. Burnsville, MN 55337

CONTACT: Keith Kleinschmidt

PHONE NUMBER: 952-698-9249

EMAIL: [KKleinschmidt@innovativeos.com](mailto:KKleinschmidt@innovativeos.com)

VENDOR NO.: 0000295401

AUTHORIZED DEALER NAME: Intereum Holding, LLC

ADDRESS: 9800 8<sup>th</sup> Ave N, Plymouth, MN 55441

CONTACT: Tony Bachman

PHONE NUMBER: 763-238-0112

EMAIL: [tbachman@intereum.com](mailto:tbachman@intereum.com)

VENDOR NUMBER: 0001151041

**THE ALLSEATING CORPORATION PRICING**

**[CLICK HERE FOR ALLSEATING CORPORATION DISCOUNT OFF PRICE MATRIX](#)**

**[ALLSEATING SERVICE PRICE SCHEDULE FOR ALL AUTHORIZED DEALERS](#)**

**[CLICK HERE FOR ALLSEATING CORPORATION SAMPLE QUOTE AND INVOICE](#)**

**[CLICK HERE FOR ALLSEATING CORPORATION TIER 1 PRODUCT GUIDE](#)**

**[https://osp.admin.mn.gov/sites/osp/files/2024-01/f-3795mn\\_allseating\\_product\\_sustainability\\_guide.pdf](https://osp.admin.mn.gov/sites/osp/files/2024-01/f-3795mn_allseating_product_sustainability_guide.pdf)**

**PURCHASE ORDERS AND PAYMENTS SHOULD BE MADE TO THE AUTHORIZED DEALER FOR ALLSEATING.**

**CONTRACT VENDOR**

**GLOBAL INDUSTRIES INC.**

17 West Stow Road

Marlton New Jersey 08053

**CONTRACT NO.**

**STATE: NOT YET EXECUTED**

**NASPO: MA3965**

**TERMS**

**NET 30**

**DELIVERY**

**AS REQUESTED**

**GLOBAL INDUSTRIES INC NASPO MASTER CONTRACT MA3965**

**GLOBAL INDUSTRIES INC NASPO PARTICIPATING ADDENDUM**

**NASPO Awarded categories**

- Office seating and accessories
- Lounge and public seating and accessories
- Desks, tables, and related products and accessories
- Panel systems and accessories
- Storage and accessories

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**AUTHORIZED DEALER NAME:**  
**ADDRESS:**  
**CONTACT:**  
**PHONE NUMBER:**  
**EMAIL:**  
**VENDOR NO.:**

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**THE GLOBAL INDUSTRIES PRICING DOCUMENTS**  
[CLICK HERE FOR GLOBAL INDUSTRIES DISCOUNT OFF PRICE MATRIX](#)  
[CLICK HERE FOR GLOBAL INDUSTRIES PRODUCT PRICING LINKS](#)  
[CLICK HERE FOR GLOBAL INDUSTRIES SAMPLE QUOTE](#)  
[CLICK HERE FOR GLOBAL INDUSTRIES SAMPLE INVOICE](#)

**PURCHASE ORDERS AND PAYMENTS SHOULD BE MADE TO THE AUTHORIZED DEALER FOR Global Industries**

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<b><u>CONTRACT VENDOR</u></b>	<b><u>CONTRACT NO.</u></b>	<b><u>TERMS</u></b>	<b><u>DELIVERY</u></b>
<b>HAWORTH INC.</b> Lockbox 93237, Dearborn 6 <sup>th</sup> floor Chicago, IL 60603	<b>STATE: NOT YET EXECUTED</b> <b>NASPO: MA3966</b>	<b>NET 30</b>	<b>AS REQUESTED</b>

[\*\*HAWORTH NASPO MASTER CONTRACT MA3966\*\*](#)  
[\*\*HAWORTH NASPO PARTICIPATING ADDENDUM\*\*](#)

**NASPO Awarded categories**

- Office seating and accessories
  - Lounge and public seating and accessories
  - Desks, tables, and related products and accessories
  - Panel systems and accessories
  - Storage and accessories
  - Architectural products and accessories
- =====

**AUTHORIZED DEALER NAME:**  
**ADDRESS:**  
**CONTACT:**  
**PHONE NUMBER:**  
**EMAIL:**  
**VENDOR NO.:**

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**THE HAWORTH PRICING DOCUMENTS**  
[CLICK HERE FOR HAWORTH DISCOUNT OFF PRICE MATRIX](#)  
[CLICK HERE FOR HAWORTH PRODUCT PRICING LINKS](#)  
[CLICK HERE FOR HAWORTH SAMPLE QUOTE](#)  
[CLICK HERE FOR HAWORTH SAMPLE INVOICE](#)

**PURCHASE ORDERS AND PAYMENTS SHOULD BE MADE TO THE AUTHORIZED DEALER FOR HAWORTH**

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**REVISIONS.**

02/29/2024 Allsteel extended at the same prices, terms and conditions to January 21, 2028.  
02/01/2024 Herman Miller, Krueger International, Steelcase extended to January 21, 2025.  
5/11/2023 Allsteel and The HON Company, LLC PA executed.  
4/07/2023 Krueger International and Steelcase PA executed.  
4/19/2023 Herman Miller (Millerknoll) PA executed.