

December 5, 2014

Region 4 Education Service Center  
Attn: Deborah Bushnell, Contracts/Compliance Manager  
7145 West Tidwell Road  
Houston, Texas 77092

Re: Furniture and Installation RFP; RFP Solicitation Number 14-22

Dear Ms. Bushnell,

Please let this Letter serve as Exemplis Corporation's notification to respond to the Region 4 Education Service Center / TCPN RFP Solicitation Number 14-22. We are excited to participate in this RFP and possibly continuing our strong 5 year partnership with Region 4 ESC / TCPN. We are very grateful to have Region 4 ESC / TCPN Members purchase over \$1 MM worth of our seating products since January 1, 2014 and an average install base of \$1.13 MM a year since 2010.

Exemplis Corporation is meeting the growing demand for custom, build-to-order seating. We perfectly design our chairs for comfort, quality and value - a dedication that has propelled us to market leader in seating solutions for government and education. Since 1996 we've built a reputation for making well-designed, comfortable and affordable office seating. Our unique build-to-order manufacturing model allows us to create beautiful and reliable ergonomic chairs and ship them quickly.

Exemplis Corporation currently offers two exciting product lines to our customers: SitOnIt Seating and IDEON Soft Seating.

- Our SitOnIt Seating Product Line offers Task, Conference, Multipurpose, and Cafe/Task Stool Seating.
- Our IDEON Soft Seating Product Line offers Lounge Seating and Occasional/Cube Tables

Attached to our Bid Response, you will find the following Documents completed by Exemplis Corporation in the tab formation stated below:

- Entire Region 4 ESC / TCPN RFP
- Tab 1:
  - Entire Vendor Contract Signature Form (Appendix A)
  - General Terms and Conditions Acceptance Form (Appendix D)
- Tab 2:
  - Questionnaire (Appendix E)
  - Exemplis Corporation Diversity Program Document

- Exemplis Corporation Affirmative Action Policy
    - Exemplis Corporation EEO-1 Filing Document
    - Exemplis Corporation EEOC Filing Notice
    - Exemplis Corporation Vets100A Filing Document
  - Exemplis Corporation Cooperative/State Agency Spreadsheet
- Tab 3:
  - Company Profile (Appendix F, excluding References Section)
  - Exemplis Corporation Company Profile Document
    - Exemplis Corporation Sales Contact List Spreadsheet
    - Exemplis Corporation Pricing and Warranty Document
    - Exemplis Corporation Sustainability Policy
    - Exemplis Corporation Business Certificates for:
      - City of Cypress, California
      - City of Buena Park, California
      - City of New York City, New York
      - City of Chicago Illinois
- Tab 4:
  - Evaluation Criteria Questionnaire (Appendix I)
  - Exemplis Corporation Evaluation Criteria Document
- Tab 5:
  - Product/Services (Appendix B)
  - Exemplis Corporation Authorized Dealer list Spreadsheet
- Tab 6:
  - References (Appendix F)
  - Exemplis Corporation References Document
- Tab 7:
  - Pricing (Appendix C)
  - Exemplis Corporation Pricing Document
    - Exemplis Corporation Electronic Catalog Spreadsheet (located in the 2 flash drives attached to our response)
- Tab 8:
  - Value Add (Appendix G)
  - Exemplis Corporation Value Add Document
- Tab 9:
  - Required Documents
  - Additional Required Documents (Appendix H)
  - Acknowledgement & Acceptance of Region 4 ESC Open Records Policy (Page 4)

▪ Exemplis Corporation Confidential Information Document

- Our complete SitOnIt Seating and IDEON Soft Seating Product Catalogs are also included in the two Flash Drives attached to our response.

For purposes of this Solicitation, Exemplis Corporation is proposing to Region 4 ESC / TCPN; the following tiered discounting structure for our SitOnIt Seating and IDEON Soft Seating Product Lines. This tier discounting will apply to a single purchase made by an authorized end user:

- Tier 1: \$0 - \$100,000 54% end user discount off list/MSRP
- Tier 2: \$100,001 - \$250,000 56% end user discount off list/MSRP
- Tier 3: \$250,001 - \$476,190 58% end user discount off list/MSRP
- Tier 4: Negotiated

For Installation Services, Exemplis Corporation is proposing to Region 4 ESC / TCPN, the following tiered Installation Services Fee Percentages:

- Tier 1: 16% of net (sale) product price
- Tier 2: 14% of net (sale) product price
- Tier 3: 12% of net (sale) product price
- Tier 4: 12% of net (sale) product price

Please let me know if you have any questions at all. We thank you again for your business and look forward to hopefully continuing our partnership for years to come.

Best Regards,

Derek A. Cairo, JD  
Senior Contract Administrator  
Exemplis Corporation  
Phone: 714.995.4800 x 316  
Fax: 714.995.4855  
Email: dcairo@exemplis.com

6415 Katella Avenue  
Suite 200  
Cypress, CA 90630  
714 995 4800  
www.exemplis.com

**APPENDIX A**

**VENDOR CONTRACT AND SIGNATURE FORM**

*This Vendor Contract and Signature Form ("Contract") is made as of May 1, 2015, by and between Exemplis Corporation ("Vendor") and Region 4 Education Service Center ("Region 4 ESC") for the purchase of Furniture and Installation ("the products and services").*

**RECITALS**

WHEREAS, both parties agree and understand that the following pages will constitute the contract between the successful vendor(s) and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Vendor agrees to include, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations will be incorporated into the final contract "Vendor Contract."

WHEREAS, this contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Vendor Contract will provide that any state, county, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agencies or non-profit organization may purchase products and services at prices indicated in the Vendor Contract upon registering and becoming a member with TCPN; and it being further understood that Region 4 ESC shall act as the Lead Public Agency with respect to all such purchase agreements.

WHEREAS, TCPN has the administrative and legal capacity to administer purchases on behalf of Region 4 ESC under the Vendor Contract with participating public agencies and entities, as permitted by applicable law.

**ARTICLE 1- GENERAL TERMS AND CONDITIONS**

- 1.1 TCPN shall be afforded all of the rights, privileges and indemnifications afforded to Region 4 ESC under the Vendor Contract, and such rights, privileges and indemnifications shall accrue and apply with equal effect to TCPN, including, without limitation, Vendors obligation to provide insurance and other indemnifications to Lead Public Agency.
- 1.2 Awarded vendor shall perform all duties, responsibilities and obligations, set forth in this agreement, and required under the Vendor Contract.
- 1.3 TCPN shall perform its duties, responsibilities and obligations as administrator of purchases, set forth in this agreement, and required under the Vendor Contract.

**1.4 Purchasing procedure:**

- Purchase orders are issued by participating governmental agencies to the awarded vendor indicating on the PO "**Per TCPN Contract # R\_\_\_\_\_.**"
- Vendor delivers goods/services directly to the participating agency.
- Awarded vendor invoices the participating agency directly.
- Awarded vendor receives payment directly from the participating agency.
- Awarded vendor reports sales monthly to TCPN.

**1.5 Customer Support:** The vendor shall provide timely and accurate technical advice and sales support to Region 4 ESC staff, TCPN staff and participating agencies. The vendor shall respond to such requests within one (1) working day after receipt of the request.

**ARTICLE 2- ANTICIPATED TERM OF AGREEMENT**

2.1 Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC. Region 4 ESC will notify the vendor in writing if the contract is extended. Awarded vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.

2.2 Region 4 ESC shall review the contract prior to the renewal date and notify the current awarded vendor, no less than ninety (90) days of Region 4 ESC's intent renew the contract. Upon receipt of notice, awarded vendor must notify Region 4 ESC if it elects not to renew. Awarded vendor shall honor the administrative fee for any sales incurred throughout the life of the contract on any sales made based on a Region 4 ESC contract whether awarded a renewal or not. Region 4 ESC reserves the right to exercise each two-year extension annually.

**ARTICLE 3- REPRESENTATIONS AND COVENANTS**

3.1. **Scope:** This contract is based on the need to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to schools and other members. Although contractors may restrict sales to certain public units (for example, state agencies or local government units), any contract that prohibits sales from being made to public school districts may not be considered. Sales without restriction to any Members are preferred. These types of contracts are commonly referred to as being "piggybackable".

3.2. **Compliance:** Cooperative Purchasing Agreements between TCPN and its Members have been established under state procurement law.

3.3. **Offeror's Promise:** Offeror agrees all prices, terms, warranties, and benefits granted by Offeror to Members through this contract are comparable to or better than the equivalent terms offered by Offeror to any present customer meeting the same qualifications or requirements.

**ARTICLE 4- FORMATION OF CONTRACT**

4.1. **Offeror Contract Documents:** Region 4 ESC will review proposed offeror contract documents. Vendor's contract document shall not become part of Region 4 ESC's contract with vendor unless and until an authorized representative of Region 4 ESC reviews and approves it.

4.2. **Form of Contract:** The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a firm submitting an offer requires Region 4 ESC and/or Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

- 4.3. **Entire Agreement (Parol evidence)**: The contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 4.4. **Assignment of Contract**: No assignment of contract may be made without the prior written approval of Region 4 ESC. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by Region 4 ESC. Awarded vendor is required to notify Region 4 ESC when any material change in operations is made that may adversely affect members (i.e. bankruptcy, change of ownership, merger, etc.).
- 4.5. **Novation**: If contractor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. Region 4 ESC reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of contractor.
- 4.6. **Contract Alterations**: No alterations to the terms of this contract shall be valid or binding unless authorized and signed by a Region 4 ESC staff member.
- 4.7. **Order of Precedence**: In the event of a conflict in the provisions of the contract as accepted by Region 4 ESC, the following order of precedence shall prevail:
- Special terms and conditions
  - General terms and conditions
  - Specifications and scope of work
  - Attachments and exhibits
  - Documents referenced or included in the solicitation
- 4.8. **Supplemental Agreements**: The entity participating in the Region 4 ESC contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. Neither Region 4 ESC, TCPN, its agents, members and employees shall be made party to any claim for breach of such agreement.
- 4.9. **Adding authorized distributors/dealers**: Awarded vendors are prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under their contract award without notification and prior written approval from TCPN. Awarded vendors must notify TCPN each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN. Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder, unless otherwise approved by TCPN.

#### **ARTICLE 5- TERMINATION OF CONTRACT**

- 5.1. **Cancellation for Non-Performance or Contractor Deficiency**: Region 4 ESC may terminate any contract if Members have not used the contract, or if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to contractor for acting or failing to act in any of the following:
- i. Providing material that does not meet the specifications of the contract;
  - ii. Providing work and/or material that was not awarded under the contract;
  - iii. Failing to adequately perform the services set forth in the scope of work and specifications;
  - iv. Failing to complete required work or furnish required materials within a reasonable amount of time;

- v. Failing to make progress in performance of the contract and/or giving Region 4 ESC reason to believe that contractor will not or cannot perform the requirements of the contract; and/or
- vi. Performing work or providing services under the contract prior to receiving a Region 4 ESC reviewed purchase order for such work.

Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the Member on demand.

5.2 **Termination for Cause:** If, for any reason, the Vendor fails to fulfill its obligation in a timely manner, or if the vendor violates any of the covenants, agreements, or stipulations of this contract Region 4 ESC reserves the right to terminate the contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the vendor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by vendor for this solicitation may become the property of the participating agency or entity. If such event does occur then vendor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.

5.3 **Delivery/Service Failures:** Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the contract to be terminated. In the event that the participating agency or entity must purchase in an open market, contractor agrees to reimburse the participating agency or entity, within a reasonable time period, for all expenses incurred.

5.4 **Force Majeure:** If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

5.5 **Standard Cancellation:** Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order. Vendor may be requested to provide additional items not already on contract at any time.

## **ARTICLE 6- LICENSES**

6.1 **Duty to keep current license:** Vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by vendor. Vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the

lawful provision of services under the contract. Region 4 ESC reserves the right to stop work and/or cancel the contract of any vendor whose license(s) expire, lapse, are suspended or terminated.

- 6.2 **Survival Clause**: All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Order Fulfiller shall survive expiration or termination of the Contract.

#### **ARTICLE 7- DELIVERY PROVISIONS**

- 7.1 **Delivery**: Vendor shall deliver said materials purchased on this contract to the Member issuing a Purchase Order. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the vendor must receive authorization from the purchasing agency for the delayed delivery. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.
- 7.2 **Inspection & Acceptance**: If defective or incorrect material is delivered, purchasing agency may make the determination to return the material to the vendor at no cost to the purchasing agency. The vendor agrees to pay all shipping costs for the return shipment. Vendor shall be responsible for arranging the return of the defective or incorrect material.

#### **ARTICLE 8- BILLING AND REPORTING**

- 8.1 **Payments**: The entity using the contract will make payments directly to the awarded vendor. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 8.2 **Invoices**: The awarded vendor shall submit invoices to the participating entity clearly stating "Per TCPN Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.
- 8.3 **Tax Exempt Status**: Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.
- 8.4 **Reporting**: The awarded vendor shall electronically provide TCPN with a detailed monthly report showing the dollar volume of all sales under the contract for the previous month. Reports shall be sent via e-mail to TCPN offices at [reporting@tcpn.org](mailto:reporting@tcpn.org). Reports are due on the **fifteenth (15<sup>th</sup>)** day after the close of the previous month. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating Members and submit one (1) report. The report shall include at least the following information listed below:
- Vendor Name
  - TCPN Contract Number
  - Reporting Period/Year
  - Entity Name
  - Entity Address ( Including Street, City, State & Zip)
  - Entity Purchase Order Number (Individual Purchase Order Numbers)
  - Purchase Order Date
  - Gross Sale Amount
  - Administrative Fee (Based on Gross Sale Amount)



## ARTICLE 9- PRICING

- 9.1 **Best price guarantee:** The awarded vendor agrees to provide pricing to Region 4 ESC and its participating entities that are the lowest pricing available and the pricing shall remain so throughout the duration of the contract. Pricing offered to Federal government buying consortiums for goods and services is exempt from this requirement. The awarded vendor, however, agrees to lower the cost of any product purchased through TCPN following a reduction in the manufacturer or publisher's direct cost.
- 9.2 **Price increase:** Should it become necessary or proper during the term of this contract to make any change in design or any alterations that will increase expense Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the contract, shall be paid without prior approval. All price increases must be supported by manufacture documentation, or a formal cost justification letter.
- Awarded vendor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC if requested.
- It is the awarded vendor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was accepted in the original contract.
- 9.3 **Additional Charges:** All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.
- 9.4 **Price reduction and adjustment:** Price reduction may be offered at any time during contract and shall become effective upon notice of acceptance from Region 4 ESC. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all Members equally; 2) reduction is for a specific time period, normally not less than thirty (30) days; 3) original price is not exceeded after the time-limit; and 4) Region 4 ESC has approved the new prices prior to any offer of the prices to a Member. Vendor shall offer Region 4 ESC any published price reduction during the contract period.
- 9.5 **Prevailing Wage:** It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser (Region 4 ESC or its Members). It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.
- 9.6 **Administrative Fees:** All pricing submitted to Region 4 ESC shall include the administrative fee to be remitted to TCPN by the awarded vendor.

The awarded vendor agrees to pay administrative fees to TCPN as calculated as follows: (Sales will be calculated for fiscal year of January 1<sup>st</sup> through December 31<sup>st</sup> and reset each year)

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$50,000,000	2%
\$50,000,001 - \$100,000,000	1.75%
\$100,000,001 - \$150,000,000	1.5%
\$150,000,001 - \$200,000,000	1.25%
\$200,000,001 - \$500,000,000	1%
\$500,000,001 - \$1,000,000,000	0.75%
\$1,000,000,000+	0.5%

#### **ARTICLE 10- PRICING AUDIT**

10.1 **Audit rights:** Vendor shall, at Vendor's sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Agreement. TCPN and Region 4 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In the State of New Jersey, this audit right shall survive termination of this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. Region 4 ESC shall have the authority to conduct random audits of Vendor's pricing that is offered to eligible entities at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered to eligible agencies that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Vendor's pricing at Vendor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC or TCPN.

#### **ARTICLE 11- OFFEROR PRODUCT LINE REQUIREMENTS**

- 11.1 **Current products:** Proposals shall be for materials and equipment in current production and marketed to the general public and education/government agencies at the time the proposal is submitted.
- 11.2 **Discontinued products:** If a product or model is discontinued by the manufacturer, vendor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 11.3 **New products/Services:** New products and/or services that meet the scope of work may be added to the contract. Pricing shall be equivalent to the percentage discount for other products. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.

- 11.4 **Options:** Optional equipment for products under contract may be added to the contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 11.5 **Product line:** Offerors with a published catalog may submit the entire catalog. Region 4 ESC reserves the right to select products within the catalog for award without having to award all contents. Region 4 ESC may reject any addition of equipment options without cause.
- 11.6 **Warranty conditions:** All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 11.7 **Buy American requirement:** (for New Jersey and all other applicable States) Vendors may only use unmanufactured construction material mined or produced in the United States, as required by the Buy American Act. Where trade agreements apply, to the extent permitted by applicable law, then unmanufactured construction material mined or produced in a designated country may also be used. Vendors are required to check state specific requirements to ensure compliance with this requirement.

## **ARTICLE 12- SITE REQUIREMENTS**

- 12.1 **Cleanup:** Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by Member. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.
- 12.2 **Preparation:** Vendor shall not begin a project for which Member has not prepared the site, unless vendor does the preparation work at no cost, or until Member includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 12.3 **Registered sex offender restrictions:** For work to be performed at schools, vendor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Member's discretion. Vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
- 12.4 **Safety measures:** Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Vendor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 12.5 **Smoking:** Persons working under the contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.
- 12.6 **Stored materials:** Upon prior written agreement between the vendor and Member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Member prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by the vendor against loss and damage. Vendor agrees to provide proof of coverage and/or addition of Member as an additional insured upon Member's request. Additionally, if stored offsite, the materials must also be clearly identified as property of buying Member and be separated from other materials. Member must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Until final acceptance by the Member, it shall be the Vendor's responsibility to protect all materials and equipment. The Vendor warrants and guarantees that title for all work, materials and equipment shall pass to the Member upon final acceptance.

## ARTICLE 13- MISCELLANEOUS

- 13.1 **Funding Out Clause:** Any/all contracts exceeding one (1) year shall include a standard "funding out" clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity's current revenue only, provided the contract contains either or both of the following provisions:

"Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract."

- 13.2 **Disclosures:** Offeror affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

Include a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in TCPN.

The Offeror affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

- 13.3 **Indemnity:** The awarded vendor shall protect, indemnify, and hold harmless both Region 4 ESC and TCPN and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract, including any supplemental agreements with members. Any litigation involving either Region 4 ESC or TCPN, its administrators and employees and agents will be in Harris County, Texas. Any litigation involving TCPN members shall be in the jurisdiction of the participating agency.

- 13.4 **Franchise Tax:** The Offeror hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

- 13.5 **Marketing:** Awarded vendor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this contract by awarded vendor must have prior approval from Region 4 ESC.

- 13.6 **Certificates of Insurance:** Certificates of insurance shall be delivered to the Region 4 ESC participant prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

- 13.7 **Legal Obligations:** It is the Offeror's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

- 13.8 **Open Records Policy:** Because Region 4 ESC contracts are awarded by a governmental entity, responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are

exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the "Acknowledgement and Acceptance to Region 4 ESC's Open Record Policy" form found at the beginning of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Offeror are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

[Remainder of Page Intentionally Left Blank-Signatures follow on Signature Form]

**VENDOR CONTRACT SIGNATURE FORM**

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name . **Exemplis Corporation**

Address **6415 Katella Avenue**

City/State/Zip **Cypress, CA 90630**

Telephone No. **714-995-4800**

Fax No. **714-995-4855**

Email address **psommerfield@exemplis.com**

Printed name **Patrick Sommerfield**

Position with company **Vice President, Finance**

Authorized signature 

Accepted by The Cooperative Purchasing Network:

Term of contract **May 1, 2015** to **April 30, 2018**

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.

  
Region 4 ESC Authorized Board Member

**2-24-2015**  
Date

**Rita Drabek**  
Print Name

  
Region 4 ESC Authorized Board Member

**2-24-2015**  
Date

**Faye B. Bryant**  
Print Name

TCPN Contract Number **R 142205**

**Appendix D:**

**GENERAL TERMS & CONDITIONS ACCEPTANCE FORM**

*Signature on Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).*

**Check one of the following responses to the General Terms and Conditions:**

- We take no exceptions/deviations to the general terms and conditions

*(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)*

- We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additional terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

*(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)*





## Vendor Orientation

Respondent companies must commit to attending a vendor orientation meeting at TCPN's offices should they be awarded a contract with Region 4 ESC through this RFP. Vendor orientation meetings are meant to establish a good relationship with awarded vendors and help to ensure compliance and effective administration over the life of the contract.

Respondents should indicate below what date they would like to have their vendor orientation and who the participants will be. TCPN highly recommends that the individuals who will handle contract management, reporting and accounting, and marketing all come to the vendor orientation.

Vendor orientations for this RFP will be held between **March 9, 2015** and **April 23, 2015**.

**If awarded**, our company will plan to attend vendor orientation on: **Exemplis Corporation is available to attend any Vendor orientations during the period between March 9, 2015 - April 23, 2015.**

**Potential attendees will include:**

**Dan Conaty, Director of Government Sales**  
**Derek Cairo, Senior Contracts Administrator**  
**Michelle Sinnolai, Marketing Specialist**

Signature: \_\_\_\_\_

31 of 158

Date: \_\_\_\_\_

12/5/14



**Appendix E:**  
**QUESTIONNAIRE**

Please provide responses to the following questions that address your company's operations, organization, structure and processes for providing products and services.

**1. States Covered**

Offeror must indicate any and all states where products and services can be offered.

**Please indicate the price co-efficient for each state if it varies.**

**50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

- |   |   |
|---|---|
| <input type="checkbox"/> Alabama              | <input type="checkbox"/> Montana        |
| <input type="checkbox"/> Alaska               | <input type="checkbox"/> Nebraska       |
| <input type="checkbox"/> Arizona              | <input type="checkbox"/> Nevada         |
| <input type="checkbox"/> Arkansas             | <input type="checkbox"/> New Hampshire  |
| <input type="checkbox"/> California           | <input type="checkbox"/> New Jersey     |
| <input type="checkbox"/> Colorado             | <input type="checkbox"/> New Mexico     |
| <input type="checkbox"/> Connecticut          | <input type="checkbox"/> New York       |
| <input type="checkbox"/> Delaware             | <input type="checkbox"/> North Carolina |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> North Dakota   |
| <input type="checkbox"/> Florida              | <input type="checkbox"/> Ohio           |
| <input type="checkbox"/> Georgia              | <input type="checkbox"/> Oklahoma       |
| <input type="checkbox"/> Hawaii               | <input type="checkbox"/> Oregon         |
| <input type="checkbox"/> Idaho                | <input type="checkbox"/> Pennsylvania   |
| <input type="checkbox"/> Illinois             | <input type="checkbox"/> Rhode Island   |
| <input type="checkbox"/> Indiana              | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Iowa                 | <input type="checkbox"/> South Dakota   |
| <input type="checkbox"/> Kansas               | <input type="checkbox"/> Tennessee      |
| <input type="checkbox"/> Kentucky             | <input type="checkbox"/> Texas          |
| <input type="checkbox"/> Louisiana            | <input type="checkbox"/> Utah           |
| <input type="checkbox"/> Maine                | <input type="checkbox"/> Vermont        |
| <input type="checkbox"/> Maryland             | <input type="checkbox"/> Virginia       |
| <input type="checkbox"/> Massachusetts        | <input type="checkbox"/> Washington     |
| <input type="checkbox"/> Michigan             | <input type="checkbox"/> West Virginia  |
| <input type="checkbox"/> Minnesota            | <input type="checkbox"/> Wisconsin      |
| <input type="checkbox"/> Mississippi          | <input type="checkbox"/> Wyoming        |
| <input type="checkbox"/> Missouri             |   |

**Territories & Outlying Areas** (Selecting this box is equal to checking all boxes below)

- |   |  |
|---|--|
| <input type="checkbox"/> American Samoa                 | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico             |
| <input type="checkbox"/> Guam                           | <input type="checkbox"/> U.S. Virgin Islands     |
| <input type="checkbox"/> Midway Islands                 |  |

**2. Diversity Programs**

- Do you currently have a diversity program or any diversity partners that you do business with?  Yes  No
- If the answer is yes, do you plan to offer your program or partnership through through TCPN  Yes  No

*(If the answer is yes, attach a statement detailing the structure of your program, along with a list of your diversity alliances and a copy of their certifications.) - Please see the attached Diversity Program Document included in our RFP response*

- Will the products accessible through your diversity program or partnership be offered to TCPN members at the same pricing offered by your company?  
 Yes  No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

### 3. Minority and Women Business Enterprise (MWBE) and (HUB) Participation

It is the policy of some entities participating in TCPN to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

**a. Minority Women Business Enterprise**

Respondent certifies that this firm is an MWBE  Yes  No

List certifying agency: \_\_\_\_\_

**b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)**

Respondent certifies that this firm is a SBE or DBE  Yes  No

List certifying agency: \_\_\_\_\_

**c. Disabled Veterans Business Enterprise (DVBE)**

Respondent certifies that this firm is a DVBE  Yes  No

List certifying agency: \_\_\_\_\_

**d. Historically Underutilized Businesses (HUB)**

Respondent certifies that this firm is a HUB  Yes  No

List certifying agency: \_\_\_\_\_

**e. Historically Underutilized Business Zone Enterprise (HUBZone)**

Respondent certifies that this firm is a HUBZone  Yes  No

List certifying agency: \_\_\_\_\_

**f. Other**

Respondent certifies that this firm is a recognized diversity certificate holder  Yes  No

List certifying agency: \_\_\_\_\_

### 4. Residency

Responding Company's principal place of business is in the city of Cypress, State of CA.

5. **Felony Conviction Notice**

Please check applicable box:

- A publicly held corporation; therefore, this reporting requirement is not applicable.
- Is not owned or operated by anyone who has been convicted of a felony.
- Is owned or operated by the following individual(s) who has/have been convicted of a felony.

\*If the third box is checked a detailed explanation of the names and convictions must be attached.

6. **Processing Information**

Company contact for:

Contract Management

Contact Person: \_\_Derek A. Cairo, JD\_\_  
Title: \_\_Senior Contracts Administrator\_\_  
Company: \_\_Exemplis Corporation\_\_  
Address: \_\_6415 Katella Avenue\_\_  
City: \_\_Cypress\_\_ State: \_\_CA\_\_ Zip: 90630  
Phone: 714-995-4800 Ext# 316 Fax: 714-995-4855  
Email: dcairo@exemplis.com

Billing & Reporting/Accounts Payable

Contact Person: \_\_Derek A. Cairo, JD\_\_  
Title: \_\_Senior Contracts Administrator\_\_  
Company: \_\_Exemplis Corporation\_\_  
Address: \_\_6415 Katella Avenue\_\_  
City: \_\_Cypress\_\_ State: \_\_CA\_\_ Zip: 90630  
Phone: 714-995-4800 Ext#316 Fax: 714-995-4855  
Email: dcairo@exemplis.com

Marketing

Contact Person: \_\_Michelle Sinnolai\_\_  
Title: \_\_Marketing Specialist\_\_  
Company: \_\_Exemplis Corporation\_\_  
Address: \_\_6415 Katella Avenue\_\_  
City: \_\_Cypress\_\_ State: \_\_CA\_\_ Zip: 90630  
Phone: 714-995-4800 Ext#123 Fax: 714-995-4855  
Email: msinnolai@exemplis.com

7. **Distribution Channel:** Which best describes your company's position in the distribution channel:

- Manufacturer direct       Certified education/government reseller  
 Authorized distributor       Manufacturer marketing through reseller  
 Value-added reseller       Other \_\_\_\_\_

8. **Pricing Information**

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.  
 Yes     No

*(If answer is no, attach a statement detailing how pricing for participants would be calculated.)*

- Pricing submitted includes the required administrative fee.  Yes     No  
*(Fee calculated based on invoice price to customer)*
- Additional discounts for purchase of a guaranteed quantity?  Yes     No

**For any individual purchase over Tier 3 in our Discount Proposal, we will offer additional discounting**

9. **Cooperatives**

List any other cooperative or state contracts currently held or in the process of securing

Cooperative/State Agency	Discount Offered	Expires	Annual Sales Volume
<b>Please see the attached Cooperative/State Agency Spreadsheet attached to our bid response</b>			

[Remainder of Page Intentionally Left Blank]

Exemplis Corporation  
6415 Katella Avenue  
Cypress, California  
90630

Region 4 ESC/TCPN RFP Solicitation Number 14-22; Furniture and Installation

### **DIVERSITY PROGRAMS STATEMENT**

Exemplis Corporation strives to support diversity through our company and with our suppliers and partners. For our internal employment environment, we are EEOC and Vets100A compliant and our census data has been verified as well. We have an affirmative action program in place that is fully supported by our executive leadership.

Attached; please find the following documents:

- Exemplis Corporation Affirmative Action Policy
- EEO-1 Filing Document
- EEOC Filing Notice
- Vets100A Filing Document attached to our RFP response for your review.

We are in process of developing a diversity program for our suppliers and thousands of nationwide dealers here at Exemplis Corporation. At any available opportunity, we strive to partner and continue to partner with MBE, WBE, VBE, and HUBZone businesses.

CO= AR29434  
 UE= AR29434

EQUAL EMPLOYMENT OPPORTUNITY  
 2014 EMPLOYER INFORMATION REPORT  
 CONSOLIDATED REPORT - TYPE 2

SECTION B - COMPANY IDENTIFICATION

1. EXEMPLIS CORPORATION  
 6415 KATELLA AVENUE  
 CYPRESS, CA 90630

SECTION C - TEST FOR FILING REQUIREMENT

2.a. EXEMPLIS CORPORATION  
 6415 KATELLA AVENUE  
 CYPRESS, CA 90630  
 1-Y 2-Y 3-N DUNS NO.:

c. Y

SECTION E - ESTABLISHMENT INFORMATION

NAICS:

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO										OVERALL TOTALS						
	MALE	FEMALE	***** MALE *****					***** FEMALE *****											
			WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN		AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES				
EXECUTIVE/SR OFFICIALS & MGRS	1	0	23	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	26
FIRST/MID OFFICIALS & MGRS	13	4	20	2	0	0	6	0	0	1	7	0	0	0	4	0	0	2	59
PROFESSIONALS	8	1	21	0	0	0	8	0	0	0	4	0	0	0	2	0	0	0	44
TECHNICIANS	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
SALES WORKERS	1	0	2	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	7
ADMINISTRATIVE SUPPORT	6	22	5	1	0	0	8	0	0	0	12	3	0	0	5	1	0	0	63
CRAFT WORKERS	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
OPERATIVES	57	34	1	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	95
LABORERS & HELPERS	68	22	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	92
SERVICE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	159	83	73	3	0	0	25	0	0	1	27	4	0	0	14	1	2	392	
PREVIOUS REPORT TOTAL	155	77	66	3	0	0	20	1	0	0	30	5	1	15	0	0	0	373	

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 07/27/2014 THRU 08/01/2014

SECTION G - CERTIFICATION

CERTIFYING OFFICIAL:  
 EEO-1 REPORT CONTACT PERSON:  
 EMAIL: ngarcia@exemplis.com

NANCY GARCIA  
 NANCY GARCIA

TITLE: HR GENERALIST  
 TITLE: HR GENERALIST  
 TELEPHONE NO: 7149954800

CERTIFIED DATE[EST]: 08/05/2014 07:35 PM

Location: EXEMPLIS CORPORATION  
 6280 ARTESIA BLVD  
 BUENA PARK, CA 90620

Unit Number: DN20763  
 Report Type: 4

Section will be closed if left open for more than 60 minutes with no action

JOB CATEGORIES	NUMBER OF EMPLOYEES														Total Col A-N	
	RACE/ETHNICITY															
	Hispanic or Latino		Not-Hispanic or Latino													
	Male	Female	MALE						FEMALE							
White			Black Or African American	Native Hawaiian Or Other Pacific Islander	ASIAN	American Indian Or Alaskan Native	Two Or More Races	White	Black Or African American	Native Hawaiian Or Other Pacific Islander	ASIAN	American Indian Or Alaskan Native	Two Or More Races			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
Executive/Senior Level Officials and Managers	1		2												2	
First/Mid-Level Officials and Managers	1	10	1	6	1		2		1						21	
Professionals	2	3		2						1					6	
Technicians	3			1											1	
Sales Workers	4														0	
Administrative Support Workers	5	3	3	1								1			8	
Craft Workers	6	4													4	
Operatives	7	57	34	1							1		2		95	
Laborers And Helpers	8	68	22				2								92	
Service Workers	9														0	
total	10	145	60	13	1	0	4	0	1	1	1	0	3	0	229	
previous Year total	11	144	58	17	1	0	7	1	0	2	1	0	3	0	234	

Cancel Save and Continue -->

Location: EXEMPLIS CORPORATION  
6415 KATELLA AVENUE  
CYPRESS, CA 90630

Unit Number: AR29434  
Report Type: 3

Section will be closed if left open for more than 60 minutes with no action

JOB CATEGORIES		NUMBER OF EMPLOYEES														Total Col A-N	
		RACE/ETHNICITY															
		Hispanic or Latino		Not-Hispanic or Latino													
		Male	Female	MALE						FEMALE							
White	Black Or African American			Native Hawaiian Or Other Pacific Islander	ASIAN	American Indian Or Alaskan Native	Two Or More Races	White	Black Or African American	Native Hawaiian Or Other Pacific Islander	ASIAN	American Indian Or Alaskan Native	Two Or More Races				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O			
Executive/Senior Level Officials and Managers	11	1		21			1						1			24	
First/Mid-Level Officials and Managers	12	3	3	14	1		4			7			4		2	38	
Professionals	2	5	1	19			8			3			2			38	
Technicians	3															0	
Sales Workers	4	1		2					4							7	
Administrative Support Workers	5	3	19	4	1		8			12	3		4	1		55	
Craft Workers	6	1														1	
Operatives	7															0	
Laborers And Helpers	8															0	
Service Workers	9															0	
total	10	14	23	60	2	0	21	0	0	26	3	0	11	1	2	163	
previous Year total	11	11	19	49	2	0	13	0	0	28	4	1	12	0	0	139	

Cancel Save and Continue →





U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
Washington, D.C. 20507

Office of Research,  
Information and Planning

July 18, 2014

EXEMPLIS CORPORATION  
6415 KATELLA AVENUE  
CYPRESS, CA 90630  
ATTN: DIRECTOR OF HUMAN RESOURCES

Login ID: AR2943 Password: 9ETTJGV3  
EEO-1 Online Filing Application Website: <http://www.eeoc.gov/eo1survey>

Dear Private Employer:

The 2014 EEO-1 Online Filing System is open. This letter includes important information about the 2014 EEO-1 survey. The Equal Employment Opportunity Commission (EEOC) has developed four convenient methods for filing your report:

\*\*\* MOST IMPORTANT \*\*\*

THE 2014 EEO-1 REPORT MUST BE SUBMITTED AND CERTIFIED ON OR BEFORE SEPTEMBER 30, 2014.

**EEO-1 ONLINE FILING SYSTEM**

The easiest and most efficient method of filing the EEO-1 report for most employers is through the EEO-1 Online Filing System. The unique data file for each employer is located at <http://www.eeoc.gov/eo1survey>. Access your report with the Login ID and Password above. **ONLY include establishments located in the 50 states and the District of Columbia. If you choose to submit Type 6 records for establishments employing fewer than 50 employees, you MUST manually enter employment data categorized by race, gender and job category in the Type 2-Consolidated Report for ALL company employees.**

**DATA FILE TRANSFERS**

Employers may submit reports as data files (ASCII/TXT or CSV/XML) – (Electronic Transmission Preferable). ALL EEO-1 electronic data files should be transmitted to [eeo1.upload@eeoc.gov](mailto:eeo1.upload@eeoc.gov). The format of your data file(s) **MUST** follow the file layout(s) set forth in the EEOC-approved specifications available at <http://www.eeoc.gov/eo1survey>. **ONLY include data records for establishments located in the 50 States and the District of Columbia. DO NOT include data records for establishments with zero employment.**

**Beginning with the 2014 EEO-1 survey, employers that submit data files will be able to test their data files for errors prior to emailing the data file for upload. Once you have prepared the data file, use the following URL: [https://egov.eeoc.gov/eo1/test\\_file\\_req.jsp](https://egov.eeoc.gov/eo1/test_file_req.jsp) and provide the requested information and click SUBMIT. On the next screen, identify the type of file to be checked at bottom of the page and attach it, then click "TEST THE FILE". You will be able to see and print the error report. Once your data file is error-free, you may attach it to an email and send it to [eeo1.upload@eeoc.gov](mailto:eeo1.upload@eeoc.gov).**

**COMPUTER PRINTOUTS AND PAPER FORMAT**

Employers that submit reports as computer printouts or paper formats are encouraged to file their reports using the data file upload or the on-line filing system methods. For employers choosing either of these formats, please contact the EEO-1 Joint Reporting Committee at 1-866-286-6440 or email [E1.techassistance@eeoc.gov](mailto:E1.techassistance@eeoc.gov). The format must follow the EEOC-approved specifications available at <http://www.eeoc.gov/eo1survey>.

\*\*\* SEE REVERSE SIDE FOR ADDITIONAL INFORMATION \*\*\*

## POSTAL CODE LOOKUP TABLE

The EEO-1 Joint Reporting Committee is providing employers with a postal code lookup spreadsheet for your convenience which will be useful to employers as they update or add new establishment locations. This document can be found at [www.eeoc.gov/eeo1survey](http://www.eeoc.gov/eeo1survey) under the "**Additional Documentation**" section.

## ◆ IMPORTANT NOTICES ◆

### ▶ Multi-Establishment Companies ◀

Without regard to the EEO-1 reporting method, **ALL** multi-establishment companies **MUST** submit a Type 2-Consolidated Report, Type 3-Headquarters Report and a separate report for each remaining establishment/location of the company. Excluding the Type 2-Consolidated Report which must include all employees, employees working at various establishments **MAY NOT** be combined on a single EEO-1 report. **Employees working from home MUST be included in the EEO-1 report for the establishment to which they report.**

### ▶ Acquisitions/Mergers/Spin-offs ◀

If your company acquired establishments of another company or merged with another company, contact the EEO-1 Joint Reporting Committee or email to [e1.acquisitionsmergers@eeoc.gov](mailto:e1.acquisitionsmergers@eeoc.gov) **PRIOR** to submitting the 2013 EEO-1 report. If establishments of your company spun-off to become an independent company, contact the EEO-1 Joint Reporting Committee or email [e1.spinoffs@eeoc.gov](mailto:e1.spinoffs@eeoc.gov). This will avoid receipt of violation notices.

## EEO-1 Survey Information

**Filing the EEO-1 survey report is NOT voluntary, but required by federal law: Section 709(c), Title VII of the Civil Rights Act of 1964, as amended; and §1602.7-§1602.14, Title 29, Chapter XIV, of the Federal Code of Regulations.** Relevant legal texts are printed in the EEO-1 instruction booklet. We are prepared to assist you. You can reach us at:

EEOC – Surveys Division  
131 M Street, NE – Room 4SW22G  
Washington, DC 20507

Telephone: 877.392.4647 (toll-free)  
Fax: 202.663.7185  
E-mail: [E1.techassistance@eeoc.gov](mailto:E1.techassistance@eeoc.gov)

## WHEN AND WHERE TO FILE

1. The EEO-1 report must be submitted and certified on or before **September 30, 2014**. The data reported **MUST** be from one (1) pay period during the third quarter (**July, August or September**) of calendar year 2014.
2. Please indicate your telephone number and e-mail address in **SECTION G - CERTIFICATION** on the Consolidated Report or Single-Establishment Report.

Sincerely,

The EEO-1 Joint Reporting Committee

The EEO-1 Joint Reporting Committee would like your feedback. If you have suggestions or comments regarding the EEO-1 Survey please send an email to:  
[E1.Suggestionbox@eeoc.gov](mailto:E1.Suggestionbox@eeoc.gov).

14EEO-1

# Exemplis Corporation

## Federal Contractor Veteran's Employment Report VETS-100A

08/12/2014

### Message:

1. Please refer to the INFO report for report criteria details.
2. There are employee(s) who are missing from this report. Please refer to the INFO report for details.

### Additional Info:

- [U.S. Department of Labor](#)
- [VETS 100A Report](#)

APPENDIX A TO PART 61-300 -- FEDERAL CONTRACTOR VETERANS' EMPLOYMENT  
REPORT VETS-100A  
**FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100A**  
(For covered contracts entered into or modified on or after December 1, 2003.)

OMB NO: 1293-0005

Expires: 09/30/2014

Persons are not required to respond to this collection of information unless it displays a valid OMB number

RETURN COMPLETED REPORT TO:  
VETS-100 Submission  
VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)  
Service Center  
In care of Department of Labor National Contact Center (DOL-NCC) (Suite 200)  
14120 Newbrook Drive  
Chantilly VA 20151

**ATTN: Human Resource/EEO Department**

<b>TYPE OF REPORTING ORGANIZATION</b> (Check one or both, as applicable)	<b>TYPE OF FORM</b> (Check only one)
<input checked="" type="checkbox"/> Prime Contractor	<input checked="" type="checkbox"/> Single Establishment
<input type="checkbox"/> Subcontractor	<input type="checkbox"/> Multiple Establishment-Headquarters
	<input type="checkbox"/> Multiple Establishment-Hiring Location
	<input type="checkbox"/> Multiple Establishment-State Consolidated (specify number of locations) _____(MSC)

COMPANY IDENTIFICATION INFORMATION (Omit items preprinted above-ADD Company Contact Information Below)

<b>COMPANY No:</b> T145535	<b>TWELVE MONTH PERIOD ENDING</b>	0	8	1	2	2	0	1	4
		M	M	D	D	Y	Y	Y	Y
<b>NAME OF PARENT COMPANY:</b> Exemplis Corporation	<b>ADDRESS (NUMBER AND STREET):</b> 6415 Katella Avenue 200								
<b>CITY:</b> Cypress	<b>COUNTY:</b> Orange	<b>STATE:</b> CA	<b>ZIP CODE:</b> 90630						
<b>NAME OF COMPANY CONTACT:</b> Garrell Abston	<b>TELEPHONE FOR CONTACT:</b> 7149954800	<b>EMAIL:</b> gabston@exemplis.com							
<b>NAME OF HIRING LOCATION:</b>	<b>ADDRESS (NUMBER AND STREET):</b>								
<b>CITY:</b>	<b>COUNTY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>						

<b>NAICS:</b>	2	5	2	2	0	0	<b>DUNS:</b>	9	3	-	3	6	5	-	2	4	1	4	<b>EMPLOYER ID (IRS TAX No.)</b>	3	3	-	0	6	9	7	6	8	4
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**INFORMATION ON EMPLOYEES**

REPORT ALL PERMANENT FULL-TIME OR PART-TIME EMPLOYEES AND NEW HIRES WHO ARE VETERANS, AS DEFINED ON REVERSE. DATA ON NUMBER OF EMPLOYEES IS TO BE ENTERED IN COLUMN L, M, N, O, AND P, LINES 1-10. DATA ON NEW HIRES IS TO BE ENTERED IN COLUMNS Q, R, S, T, AND U. ENTRIES IN COLUMNS Q THROUGH U, LINES 1-10, AND COLUMNS L, M, N, O, AND P. ENTER THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES. INSTRUCTIONS ARE FOUND ON THE REVERSE OF THIS FORM.

JOB CATEGORIES	NUMBER OF EMPLOYEES					NEW HIRES (PREVIOUS 12 MONTHS)				
	DISABLED VETERANS (L)	OTHER PROTECTED VETERANS (M)	ARMED FORCES SERVICE MEDAL VETERANS (N)	RECENTLY SEPARATED VETERANS (O)	TOTAL EMPLOYEES, BOTH VETERANS AND NON-VETERANS (P)	DISABLED VETERANS (Q)	OTHER PROTECTED VETERANS (R)	ARMED FORCES SERVICE MEDAL VETERANS (S)	RECENTLY SEPARATED VETERANS (T)	TOTAL NEW HIRES, BOTH VETERANS AND NON-VETERANS (U)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS 1	0	0	0	0	26	0	0	0	0	4
FIRST AND LEVEL OFFICIALS AND MANAGERS 2	0	0	0	0	58	0	0	0	0	11
PROFESSIONALS 3	0	0	0	0	42	0	0	0	0	23
TECHNICIANS 4	0	0	0	0	1	0	0	0	0	0
SALES WORKERS 5	0	1	0	0	7	0	0	0	0	1
ADMINISTRATIVE SUPPORT WORKERS 6	0	0	0	0	67	0	0	0	0	13
CRAFT WORKERS 7	0	0	0	0	5	0	0	0	0	0
OPERATIVES 8	0	0	0	0	97	0	0	0	0	4
LABORERS/HELPERS 9	0	0	0	0	90	0	0	0	0	26
SERVICE WORKERS 10	0	0	0	0	0	0	0	0	0	0
<b>TOTAL 11</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>393</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>82</b>

Report the total maximum and minimum number of permanent employees during the period covered by this report.

Maximum Number	Minimum Number
398	375



TECHNICIANS	4	0	0	0	0	1	0	0	0	0	0
SALES WORKERS	5	0	1	0	0	7	0	0	0	0	1
ADMINISTRATIVE SUPPORT WORKERS	6	0	0	0	0	67	0	0	0	0	13
CRAFT WORKERS	7	0	0	0	0	5	0	0	0	0	0
OPERATIVES	8	0	0	0	0	97	0	0	0	0	4
LABORERS/HELPERS	9	0	0	0	0	90	0	0	0	0	26
SERVICE WORKERS	10	0	0	0	0	0	0	0	0	0	0
TOTAL	11	0	1	0	0	393	0	0	0	0	82

Report the total maximum and minimum number of permanent employees during the period covered by this report.

Maximum Number	Minimum Number
398	375



**AFFIRMATIVE  
ACTION  
PROGRAM**

**Contractor:**  
**Exemplis, Inc.**  
6415 Katella Ave., Suite 200  
Cypress, CA 90630

**EEO Coordinator:**  
**Garrell Abston**

**Plan Year:**  
**January 01, 2013 – December 31, 2013**

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**AFFIRMATIVE ACTION PROGRAM FOR  
WOMEN AND MINORITIES**

**Contractor:**  
**Exemplis, Inc.**  
6415 Katella Ave., Suite 200  
Cypress, CA 90630

**Plan Year:**  
**January 1, 2013 – December 31, 2013**

## CONFIDENTIAL TRADE SECRET MATERIALS

This affirmative action program contains confidential information that is subject to the provision of 18 U.S.C. 1905, *Chrysler Corp. v. Brown*, 441 U.S. 281, 19 FEP 475 (1979). Furthermore, release of any trade secret, confidential statistical or commercial information is considered arbitrary and capricious and is in violation of the Administrative Procedure Act. See *CNA Financial Corp. v. Donovan* 830 F.2nd 1132, 1144 and n. 73 (D.C. Cir.) certiorari denied, 485 U.S. 977 (1988). Copies of this affirmative action program and all related appendices, documents, and support data are made available on loan to the U.S. Government upon the request of said Government on the condition that the Government holds them totally confidential and does not release copies to any persons whatsoever. This affirmative action program and its appendices and other supporting documents contain much confidential information that may reveal, directly or indirectly, plans for business or geographical expansion or contraction. Exemplis, Inc. considers this affirmative action program to be exempt from disclosure, reproduction and distribution under the Freedom of Information Act upon the grounds, among others, that such material constitutes 1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, and that are exempt from disclosure under 5 U.S.C. 552(b) (6); 2) confidential, commercial or financial information, which is exempt from disclosure under 5 U.S.C. 552(b) (4); 3) investigatory records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy, and that are exempt from disclosure under 5 U.S.C. 552(b) (7) (C); and 4) matters specifically exempted from disclosure by statute, which are exempt from disclosure under 5 U.S.C. 552(b) (3). Notice is hereby given of a request pursuant to 41 C.F.R. 60-60.4(d) that portions of this Program be kept confidential.

Exemplis, Inc. wishes to make it clear that it does not consent to the release of any information whatsoever contained in this affirmative action program under the Freedom of Information Act or otherwise. If the U.S. Government, or any agency or subdivision thereof, is considering breaching the conditions under which this affirmative action program was loaned to such government, or is considering a request of this Program under the Freedom of Information Act, request is hereby made that the Government immediately notify the Company and its counsel of any and all Freedom of Information Act requests by the government or any other contemplated release of this Program by the Government that relates to information obtained by the Government. The Company further requests that everyone who has any contact with this affirmative action program and its supporting appendices, documents and other data treats such information as totally confidential and that such information not be released to any person whatsoever. Retention or disclosure of information relating to identifiable individuals may also violate the Privacy Act of 1974.

## INTRODUCTION

Exemplis, Inc. ("the Company") develops an annual affirmative action program as one of several tools to implement the affirmative action policies effectively. The form, language and analysis of the program necessarily complies with the requirements of 41 CFR 60-2, et seq. (affirmative action programs) and other regulations established pursuant to the provisions of Executive Order 11246 and all other civil rights related laws and regulations that have or may be enacted, as amended. Accordingly, terminology such as "problem areas" and "utilization analysis" appearing in this affirmative action program is that which the organization is required to use by these regulations. The criteria used in relation to these terms are those specified by the Government. These terms have no independent legal or factual significance whatsoever. Although the Company uses this terminology and methodology in connection with this affirmative action program and the affirmative action policies, such usage does not necessarily signify that the organization agrees that these terms properly apply to any particular factual situation.

*Information regarding identifiable individuals is private and confidentially maintained. Everyone who has official access to confidential data will exercise every precaution to protect this information.*

## DESIGNATION OF RESPONSIBILITY

Paul DeVries, CEO, has overall responsibility for implementation of the Equal Employment Opportunity Policy. Garrell Abston, EEO Coordinator, assumes the responsibility for the development, implementation and monitoring of the affirmative action program, which includes all those positions located in subordinate and/or lower-level establishments for which the selection decisions are made at the corporate level.

Responsibility for the implementation and monitoring of the affirmative action program rests with Garrell Abston, whose responsibilities include but are not limited to the following:

1. Developing policy statements and affirmative action programs.
2. Developing internal and external communication procedures when appropriate.
3. Developing an internal audit and reporting system that:
  - a. Identifies areas that require remedial action, and develops programs to correct those problem areas.
  - b. Determines the degree to which the goals and objectives are reached.
4. Monitoring the following internal practices:
5. Proper display of EEO posters and policies.
6. Full participation of minority, female, and disabled employees in all Exemplis, Inc. sponsored educational, training, recreational, and social activities.
7. Assisting management in solving any identified problems to measure progress toward the attainment of goals and to assure good faith efforts to implement the affirmative action program.
  - a. Keeping management informed of the latest developments in the equal employment opportunity area.
  - b. Assisting employees in solving problems and resolving EEO complaints.
  - c. Serving as a liaison between the Company and appropriate women and minority groups.
  - d. Serving as a liaison between the Company and appropriate EEO enforcement agencies.

## IDENTIFICATION OF PROBLEM AREAS

As part of the monitoring practice, an analysis of personnel matters is conducted. The following items are considered:

1. Composition of the workforce by minority group and sex. Good faith placement goals are established where necessary.
2. Composition of applicant flow by minority group and sex. Corrective action is taken when appropriate whenever the referral ratio of women and minorities indicates a significantly higher percentage is being rejected as compared to non-minority and male applicants.
3. Compensation system. The Company evaluates its compensation system to determine whether there are gender, race or ethnicity-based disparities. The purpose of the analysis is to identify potential areas where impediments to equal employment opportunity may exist. Disparities alone do not necessarily indicate a problem area; there may be many non-discriminatory reasons for a disparity.
4. Selection process. The application and related pre-employment forms are in compliance with federal guidelines, and position descriptions accurately reflect actual duties and responsibilities.
5. Any other areas that might impact the success of our affirmative action program, which may include but are not limited to:
  - Promotion practices. Promotions are made on the basis of qualifications of the individual without regard to race, color, sex, religion, national origin, disabled, or veteran status.
  - Company sponsored social events have not excluded women and minorities from participation.
  - The general attitude of the work force and management is positive toward our Equal Employment/Affirmative Action programs.
  - EEO posters and policy statements are displayed. The EEO clause will be included on purchase orders.
  - The Company reviews its training programs, both formal and informal, and has not found them to be discriminatory. These programs will be analyzed annually or when appropriate.

**ORGANIZATIONAL PROFILE**  
**41 C.F.R. Section 60-2.11(c), 60-2.17(b)(1)**

The Company has chosen to produce a Workforce Analysis report in lieu of an Organizational Display. The Workforce Analysis is a more meaningful report for the Company.

- (1) The Workforce Analysis is a listing of each job title as appears in payroll records ranked from lowest paid to the highest paid within each department or other similar organizational unit including departmental or unit supervision.
- (2) For each job title, the total number of male and female incumbents in each minority classification is given. All job titles, including all managerial job titles, are listed.

# WORKFORCE ANALYSIS REPORT

**WORKFORCE BY JOB GROUP**  
**41 C.F.R. Sections 60-2.12, 60-2.17(b)(1)**

The Job Group Analysis groups jobs with similar content, wage rates, and opportunities into job groups. This analysis includes a list of the job titles that comprise each job group.

**PLACEMENT OF INCUMBENTS IN JOB GROUPS**  
**41 C.F.R. Section 60-2.13**

The Company has separately stated the percentage of minorities and the percentage of women it employs in each job group established pursuant to Sec. 60-2.12



# JOB GROUP ANALYSIS REPORT

# EMPLOYMENT ACTIVITY ANALYSIS REPORT

**EVALUATION OF PERSONNEL ACTIVITY**  
**41 C.F.R. Section 60-2.17(b)(2)**

The Company prepares an Adverse Impact Analysis of personnel activity when required to determine whether there are selection disparities.

# AVAILABILITY ANALYSIS REPORT

## DETERMINING AVAILABILITY

The Company separately determines the availability of women and minorities for each job group. To determine availability, the Company considers the following factors:

1. The percentage of minorities or women with requisite skills in the reasonable recruitment area. The reasonable recruitment area is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question. 41 C.F.R. 60-2.14(c)(1).

We break down this factor into three subcategories to more clearly identify the rationale behind it. 41 C.F.R. Section 60-2.14(e) states that, "For each job group, the reasonable recruitment area must be identified, with a brief explanation of the rationale for selection of that recruitment area."

Factor 1a considers the percent of women and minorities with requisite skills in a local recruitment area. The most current U.S. Census data is used to derive the availability of women and minorities. If this factor is used, it is because Exemplis, Inc. recruits, and many of its applicants live within the local recruitment area, or because we plan on recruiting in this region in the future. Any recruitment practices unique to a job group are noted on the Availability Analysis.

Factor 1b considers the percent of women and minorities with requisite skills outside the local recruitment area. The most current U.S. Census data is used to derive the availability of women and minorities. If this factor is used, it is because we recruit and some of the applicants live beyond the local recruitment area, or because we plan on recruiting in this region in the future. Any recruitment practices unique to a job group are noted on the Availability Analysis.

Factor 1c considers the percentage of women and minorities in schools and training institutions where the contractor might reasonably recruit. If this factor is used, it is because we post or plan to post available positions at local training institutions, or because many of the applicants who respond to open positions are graduates of these training institutions. Any recruitment practices unique to a job group are noted on the Availability Analysis.

2. The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees within the contractor's organization who could, with appropriate training that the contractor is reasonably able to provide, become promotable or transferable during the AAP year. 41 C.F.R. 60-2.14(c)(2).

This second factor is divided into two subcategories to more clearly identify the rationale behind this recruitment factor.

Factor 2a considers the percentage of women and minorities promotable and transferable within the contractor's organization. If this factor is chosen, it is because we fill positions by recruiting from within the workforce either through promotions or transfers. Internal applicants normally apply for these positions. Any recruitment practices unique to a job group are noted on the Availability Analysis.

Factor 2b considers the percentage of women and minorities trainable within the contractor's organization that could, with appropriate training, that the contractor is reasonably able to provide, become promotable or transferable during the AAP year. If this factor is chosen, it is because we fill positions internally through promotions following training methods such as: apprenticeship programs, enrollment in a college or trade institution, on-the-job training. Any recruitment practices unique to a job group are noted on the Availability Analysis.

3. An additional third factor is utilized in those job groups where the first two factors do not adequately describe availability for a job group. Oftentimes this will be applicant flow data, but a description of any third factor used is noted on the Availability Analysis report.

# UTILIZATION ANALYSIS REPORT

## PLACEMENT GOALS

Placement goals serve as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work. Placement goals are also used to measure progress toward achieving equal employment opportunity.

The establishment of a goal under Sec. 60-2.15 is neither a finding nor an admission of discrimination.

Where, pursuant to Sec. 60-2.15, a placement goal for a particular job group is established, a percentage goal is equal to the availability figure derived for women or minorities, as appropriate, for that job group.

In establishing placement goals, the following principles from Sec 60-2.16(e) also apply:

1. Placement goals are neither rigid or inflexible quotas, nor are they considered to be either a ceiling or a floor for the employment of particular groups.
2. All employment decisions are made in a nondiscriminatory manner. Placement goals are not used to extend a preference to any individual, select an individual, or adversely affect an individual's employment status on the basis of that person's race, color, religion, sex, or national origin.
3. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
4. Placement goals are not used to supersede merit selection principles.



# GOALS REPORT

# GOALS PROGRESS REPORT

## **RELIGION AND NATIONAL ORIGIN DISCRIMINATION GUIDELINES**

The Company reaffirms its policy to afford equal employment opportunity to all individuals. Neither national origin nor religion is a factor in recruitment, selection, promotion, transfer, termination, or participation in training. The following activities are undertaken to ensure that religion and national origin are not used as a basis for employment decisions:

1. Employment practices are reviewed to ensure that members of particular religious and/or ethnic groups are given equal employment opportunities.
2. All employees, including supervisors, managers, and executives are informed of the Company's commitment to provide equal employment opportunity without regard to religion or national origin.
3. Recruitment sources are informed of the commitment of Exemplis, Inc. to provide equal employment opportunity without regard to religion or national origin.
4. Internal procedures exist to implement equal employment opportunity without regard to national origin or religion.

## **ACCOMMODATION FOR RELIGIOUS OBSERVANCE AND PRACTICE**

The religious observances and practices of employees are accommodated by Exemplis, Inc., except where such accommodation would cause undue hardship on the conduct of the Company's business. The accommodation offered is determined by considering business necessity, financial expense and any personnel coverage problems that may result.

## **NONDISCRIMINATION**

The Company does not discriminate against any qualified employee or applicant because of race, color, sex, age, disabled, or veteran status in implementing the policy concerning nondiscrimination based on religion or national origin.

## **ACTION ORIENTED PROGRAMS**

The Company develops these action-oriented programs to correct any problem areas identified in the Identification of Problem Areas 41 C.F.R. Section 60-2.17(b) and to attain established goals and objectives.

### **THE SELECTION PROCESS**

1. At least annually, a detailed analysis of position descriptions is conducted to ensure that they accurately reflect position functions.
2. Job requirements are by organizational units. Special attention is given to academic, experience, physical, and skill requirements to ensure that the requirements themselves do not constitute inadvertent discrimination. Job specifications will be free from bias in regard to race, color, religion, sex, national origin, age, or disabled or veteran status, except where there is a bona fide occupational qualification.
3. Position descriptions and specifications are distributed to recruiting sources and members of management involved in the recruiting, screening, selection, and promotion processes.
4. Selection processes are evaluated at least annually to ensure that they are nondiscriminatory.
5. Individuals who have a role in the selection process are provided any necessary training to ensure that the selection processes remain nondiscriminatory.

### **RECRUITMENT**

Any one or all of the following techniques are used to improve recruitment and increase the flow of minority or female applicants:

1. Linkage with recruiting sources,
2. Encouragement of minority and female employees to refer qualified applicants;
3. Inclusion of women and minorities on the personnel staff;
4. Minority and female participation in career days, youth motivation programs and other similar programs in the community;
5. Minority and female participation in "job fairs;"
6. Active recruiting at various training institutions, especially those that have high minority and female enrollments; and
7. Expansion of help-wanted advertising to include the minority news media and women's interest media.

## PROMOTIONS

Any one or all of the following techniques are used to improve promotional opportunities for minority and female employees:

1. Posting or general announcement of all appropriate job openings;
2. Assessment of current female and minority employees' academic, skill and experience levels;
3. Provision of job training and work-study programs;
4. Completion of performance appraisals;
5. Justification by supervisors when apparently qualified minority or female employees are passed over;
6. Establishment of career counseling programs, which may include attitude development, education aid, job rotations, buddy systems and similar programs;
7. Review of all company-sponsored recreational and social activities to ensure that they are desegregated.

## INTERNAL AUDIT AND REPORTING SYSTEMS

Monitoring and reporting procedures are developed to evaluate the extent to which the goals of the affirmative action program are being met. The Company takes the following measures:

1. Information on race and sex is obtained when an application for a position is submitted.
2. An Adverse Impact (Impact Ratio) Analysis is performed when sufficient data exists on applicants, hires, promotions, and terminations to ensure compliance with the Uniform Employment Selection Guidelines.
3. Any training programs are analyzed regularly to eliminate potential discrimination in participation rates.
4. Any tests administered are analyzed to uncover potential discrimination in results.
5. Compensation practices are reviewed at least annually for wage discrepancies.
6. The Availability Analysis for women and minorities is reviewed and good faith placement goals are established when necessary.
7. Progress toward established goals is reviewed at least annually
8. Internal reporting is prepared as needed to determine why goals were not met.
9. Results of the affirmative action program are reviewed with all levels of management.
10. Management is informed on a regular basis of the effectiveness of these policies and any recommendations for improvement.

# SUPPORT DATA

# EMPLOYEE LIST



**AFFIRMATIVE ACTION PROGRAM FOR  
THE DISABLED & VETERANS**

**Contractor:**  
**Exemplis, Inc.**  
6415 Katella Ave., Suite 200  
Cypress, CA 90630

**Plan Year:**  
**January 1, 2013 – December 31, 2013**

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy at Exemplis, Inc. to provide equal employment and advancement opportunities to all qualified individuals. To achieve this goal, the Company is dedicated to taking affirmative action to employ and advance in employment, qualified disabled persons, disabled veterans, recently separated veterans, Armed Forces service medal veterans and other protected veterans, in compliance with Section 503 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 793, and Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and 38 U.S.C. 4212 ("Section 4212" or "VEVRAA"). All personnel actions, including compensation, benefits, recruitment, hiring, training, and promotion of persons in all job titles, will be administered without regard to disability or other protected veteran status, and all employment decisions are based solely on valid job requirements. In addition, employees and applicants are protected from harassment, threats, coercion, intimidation, interference or discrimination for:

1. Filing a complaint;
2. Assisting or participating in an investigation, compliance review, hearing, or any other activity under Section 503 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 793, Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212 or any other law requiring equal opportunity for disabled persons and other protected veterans;
3. Opposing any practice made unlawful by the Acts or any other law requiring equal opportunity for disabled persons and other protected veterans; or
4. Exercising any other right protected by these Acts or the implementing regulations.

This EEO policy has the full support of Paul DeVries who has assigned responsibility for its implementation to Garrell Abston. The Company has designed and implemented an audit and reporting system to monitor and maintain its compliance with the Acts.

Our goal is to utilize qualified disabled persons and covered veterans. As provided in United States Code 38 USC 4212, 29 U.S.C 793, and in the Code of Federal Regulations, 60-300 and 60-741, the required policies, practices, and procedures are integrated into this affirmative action program. A copy of the Equal Employment Opportunity statement that reaffirms the Company's commitment to qualified disabled individuals and covered veterans is posted. This program is available for review upon request by any applicant or employee by contacting the EEO Coordinator during regular business hours. Notice of this availability for review is posted for applicants and employees.

## **REVIEW OF PERSONNEL PROCESSES**

The Company reviews its employment procedures to ensure consideration of the job qualifications of known disabled individuals, disabled veterans and other covered veteran applicants for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. This review ensures that personnel procedures do not stereotype disabled persons and other protected veterans in a manner that limits their access to all jobs for which they are qualified. When covered veterans are considered for employment, only that portion of the individuals' military records, including discharge papers, that is relevant to the requirements of the position will be considered.

To facilitate compliance with this requirement, the following procedures are followed:

1. The application or personnel form of each known applicant with a disability or each known covered veteran is annotated to identify each vacancy for which the applicant was considered and is retrievable for review for use in investigations and internal compliance activities;
2. The application or personnel form of each known applicant with a disability or each known covered veteran includes the identification of each promotion and training program for which that employee was considered;
3. When an employee or applicant with a known disability or a covered veteran status is rejected for employment, promotion, or training, a statement of the reason is appended to the personnel file along with a description of any reasonable accommodation considered.
4. When an employee or applicant is selected for hire, promotion, or training, and reasonable accommodation has been undertaken to enable the selection of an employee or applicant with a disability or special disabled veteran, the applicant form or personnel record contains a description of the reasonable accommodation.

## **PHYSICAL AND MENTAL QUALIFICATIONS**

The Company reviews all physical and mental job qualification requirements as openings occur to ensure to the extent that qualification requirements tend to screen out qualified disabled individuals or disabled Veterans, that they are job-related and consistent with business necessity and the safe performance of the job.

To the extent that physical or mental job qualification requirements tend to screen out qualified disabled individuals or disabled veterans in the selection of employees or applicants for employment or other changes in employment status such as promotion or training, the Company assures that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

## **REASONABLE ACCOMMODATION**

The Company makes reasonable accommodations to the physical and mental limitations of employees or applicants to the extent that such accommodations do not impose an undue hardship on the conduct of its business. When an employee with a known disability has significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, the employee is notified of the performance problem and asked if the problem is related to the disability. If the employee indicates that the performance problems are related to his or her disability, the employee is asked if reasonable accommodation is needed.

The Company makes reasonable accommodation to the special needs of disabled individuals and disabled veterans including access to the building, utilization of restroom facilities, and mobility requirements within the building and parking locations.

## **HARASSMENT**

The Company develops and maintains procedures to ensure that its employees are not harassed because of a disability or status as a disabled veteran or other covered veteran.

## EXTERNAL DISSEMINATION OF POLICY

Exemplis, Inc. undertakes appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit qualified disabled and disabled veterans and other covered veterans, such as the following:

1. The Company notifies all applicants of the EEO policy and invites them to self-identify after an offer of employment is made but before the person begins work. Application forms state the Company's commitment to equal employment opportunity. All employment advertisements and notices to recruitment sources state this EEO policy.
2. Contacts are established with the State Job Services and other recruiting sources for disabled individuals and covered veterans. All employment openings (except executive and top management, positions that are filled from within), are listed at the appropriate state employment services office.
3. All advertisements seeking applicants for employment identify The Company an "equal opportunity employer."
4. The Company incorporates the Equal Opportunity Clause regarding disabled individuals, disabled veterans, and other protected veterans in its purchase orders, leases and contracts as required by law, executive order and regulation.
5. The Company develops internal communication of these outreach efforts in a manner that fosters understanding, acceptance, and support among executive management, supervisors, and all other employees.
6. Meaningful contacts are established with disabled individuals and veteran's service organizations for such purposes as advice, technical assistance and referral of potential employees. Such assistance may consist of advice concerning proper placement, recruitment, training and reasonable accommodation.
7. Recruitment programs established with schools incorporate efforts to reach students with disabilities.
8. Efforts are made to include individuals with disabilities when employees are pictured in consumer, promotional or help wanted advertisements.
9. Good faith efforts are made to consider covered veterans and applicants with known disabilities for all available positions for which they may be qualified, to the extent practicable.
10. Disabled veterans and other protected veterans are encouraged to participate in career days, youth motivation programs, and related activities in their communities.

## INTERNAL DISSEMINATION OF POLICY

The Company has developed the following internal procedures to communicate its obligation to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities, disabled veterans, and other protected veterans. These procedures are designed to foster understanding, acceptance, and support among executive, management, supervisory and other employees and to encourage such persons to take the necessary actions to meet this obligation.

1. **Exemplis, Inc. Notices.** The EEO policy statement is posted on the employee bulletin board in a manner and place that ensures that individuals with disabilities are informed of its contents. This notice states the name of Garrell Abston, the support of top-level management toward this policy, and to whom questions, comments, or complaints should be directed. A statement is included that employees are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under the Acts. All required state and federal EEO notices are also posted on bulletin boards.
2. **Meetings.** Our overall commitment, top-level management support, and specific implementation of the plan are discussed with all management personnel. The Company's commitment to this policy and individual responsibilities are communicated to all employees. This policy is discussed in employee orientation and any management training programs.
3. **Notice of affirmative action program.** The Company's affirmative action program is available for employee review in the office of the EEO Coordinator.
4. **Company publications.** This policy and articles on accomplishments of disabled workers are publicized in any company newspapers, magazines, annual reports, or other publications. When employees are featured in publications, disabled individuals are included. This policy is also included in any employee handbook or policy manual.
5. **Union Contracts.** A non-discrimination clause is included in any union contracts and any such contracts are reviewed to ensure that they are non-discriminatory.

## **AUDIT & REPORTING SYSTEM**

The Company has designed and implemented an audit and reporting system that:

1. Measures the effectiveness of the affirmative action program.
2. Indicates any need for remedial action.
3. Determines the degree to which the objectives have been attained.
4. Determines whether individuals with known disabilities have the opportunity to participate in all company sponsored educational, training, recreational and social activities.
5. Measures compliance with the affirmative action program's specific obligations.

Where the affirmative action program is found to be deficient, corrective action is taken to bring the program into compliance.

The above-cited items are discussed during meetings with all management personnel. The results of this review and corrective actions are reported to management.

## RESPONSIBILITY FOR IMPLEMENTATION

Garrell Abston, EEO Coordinator has been designated to direct the activities of the Affirmative Action Program and has the full support of Paul DeVries in carrying out the Exemplis, Inc. Affirmative Action Policy. Garrell Abston is responsible for:

1. Developing policy statements, affirmative action programs, and internal and external communication to include discussions with managers, supervisors and employees to ensure the policies are followed;
2. Advising managers and supervisors that their work performance is evaluated, in part, on the basis of their affirmative action efforts;
3. Identifying and discussing with management any problem areas;
4. Developing with management solutions for any identified problem areas;
5. Serving as a liaison between the Company and community groups, governmental agencies and vocational rehabilitation organizations;
6. Maintaining an audit and reporting system to monitor the progress of the affirmative action program;
7. Informing management of the latest developments in the affirmative action and equal employment opportunity area;
8. Serving as a liaison between the Company and organizations for disabled persons and covered veterans;
9. Assisting in career counseling for disabled individuals and covered veteran employees;
10. Ensuring that the policy statement and required posters are posted on bulletin boards;
11. Ensuring that employees placed through these policies are not harassed.



## **TRAINING**

All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes are trained to ensure knowledge of equal employment opportunity and affirmative action laws. Educational and training programs are offered to employees to assist in their personal development as well as to increase their skills and ability to perform on the job. The Company continues to ensure that all employees have the opportunity to participate in such programs without regard to disabled or veteran status.

**ESC4 / TCPN RFP  
Solicitation Number 14-  
22  
Cooperative/State  
Agency Spreadsheets**

Customer Name	Contract Type	Document Type	Termination Date	Volume Tier Discount	2013 Revenue	Dock Delivery:	Inside Delivery:	Installed
BRCPC (State of Maryland)	State	Contract	12/31/2015		\$ 189,164.00	48	None	None
				Tier 1: 1-25,000 (50/20/10)				
				Tier 2: 25,001-50,000 (50/20/10/2)				
				Tier 3: 50,001-100,000 (50/20/10/4)				
				Tier 4: 100,001-200,000 (50/20/10/6)				
CMAS (State of California)	State	Contract	7/31/2018		\$ 326,001.00	None	None	None
				SOI:				
				Tier 1: 1-25,000 (50/20/10)				
				Tier 2: 25,001-50,000 (50/20/10/2)				
				Tier 3: 50,001-100,000 (50/20/10/4)				
				Tier 4: 100,001-200,000 (50/20/10/6)				
				IDEON:				
				Tier 1: 1-25,000 (50/10/10)				
				Tier 2: 25,001-50,000 (50/10/10/2)				
				Tier 3: 50,001-100,000 (50/10/10/4)				
				Tier 4: 100,001-200,000 (50/10/10/6)				
General Services Administration (GSA)	National	Contract	4/7/2018		\$ 5,542,859.00	None	None	None
General Services Administration (GSA)	National	Contract	4/7/2018					
General Services Administration (GSA)	National	Contract	4/7/2018					
State of Alabama	State	Contract	11/30/2015		\$ 535,901.00	49	None	47
State of Alabama	State	Contract	7/15/2015		\$ 535,901.00	49	None	47

SOI Tier 1: 1-250,000: 50/20. Dock  
 Delivery: 50, Inside Delivery: 46,  
 Installed: 48; Non-HMI/HMI  
 Commission: 7/5

SOI Tier 2: 250,001-400,000:  
 50/20/5. Dock Delivery: 52, Inside  
 Delivery: 48, Installed: 50. Non-  
 HMI/HMI Commission: 5/4

IDEON Tier 1: 1-99,999: 50/10.  
 Dock Delivery: 45, Inside Delivery:  
 30, Installed: 40. Non-HMI/HMI  
 Commission: 9/9

IDEON Tier 2: 100,000-399,999:  
 50/10/5. Dock Delivery: 48, Inside  
 Delivery: 33, Installed: 43. Non-  
 HMI/HMI Commission: 8/8

IDEON Tier 3: 400,000-999,999:  
 50/10/10. Dock Delivery, 50,  
 Inside Deliver: 37, Installed: 46.  
 Non-HMI/HMI Commission: 8/8

State of Connecticut State Contract \$ 4,760.00 Based on Tier Based on Tier

Tier 1: 1-25,000: 50/10/10

Tier 2: 25,001-50,000: 50/10/10/2

Tier 3: 50,001-100,000: 50/10/10/4

Tier 4: 100,001-200,000:

3/1/2016 50/10/10/6

\$

2,913,352.00

None

None

None

51

1/31/2015

\$

853,397.00

53

None

None

None

12/31/2014

\$

1,310,985.00

None

None

None

None

3/31/2015 N/A

\$

15,432.00

None

None

None

None

Tier 1: 0-25,000: 50/20/5 (Dock  
 Delivery: 43. Installed: 40)

Tier 2: 25,001-150,000 50/20/5  
 (Dock Delivery: 46. Installed: 43)

Tier 3: 150,000-400,000 50/20/5  
 (Dock Delivery: 48. Installed: 45)

State of New Jersey State Contract \$ 499,592.00 Based on Tier Based on Tier



TCPN (The Cooperative Purchasing Network)	National	Contract	Tier 1: 0-100,000: 54. Dock Delivery Discount: 54 Tier 2: 100,001-250,000: 56. Dock Delivery Discount: 56 Tier 3: 250,001-476,190: 58. Dock Delivery Discount: 58	\$ 1,171,091.00	Based on Tier	None	None
			Tier 1: 1-25,000: 50/20/10				
			Tier 1: 25,001-50,000: 50/20/10/2				
			Tier 3: 50,001-100,000: 50/20/10/4				
TXMAS (State of Texas)	State	Contract	Tier 4: 100,001-200,000: 4/7/2018 50/20/10/6	\$ 1,258,834.00	None	None	None

**Appendix F:**  
**COMPANY PROFILE**

Please provide the following: **Please see the attached Company Profile Document included in our Bid Response.**

1. Company's official registered name.
2. Brief history of your company, including the year it was established.
3. Company's Dun & Bradstreet (D&B) number.
4. Corporate office location.
5. List the total number of sales persons employed distribution center by your organization within the United States, broken down by market.
6. List the number and location of offices, or service centers for all states being offered in solicitation. Additionally, list the names of key contacts at each location with title, address, phone and e-mail address.
7. Provide the number of furniture dealers that your organization works with, broken down by State. If you are a retail based company, please provide your retail store locations, broken down by State.
8. Describe how your organization will ensure agencies receive the Region 4 ESC contract pricing through your dealer network, or via retail stores.
9. Detail any rebates, custom lists, or other incentive offers, that will be extended through the contract.
10. Describe how your company proposes to distribute the furniture, and related products, nationwide.
11. State your standard delivery time (in days) and any available options that an agency might have for expediting delivery.
12. Please detail any restocking fees and the procedures required for returning products.
13. State the process for returning damaged goods.
14. Please provide contact information for the person(s) who will be responsible for the following areas, including resumes:
  - a. Sales
  - b. Sales Support
  - c. Marketing
  - d. Financial Reporting
  - e. Executive Support
15. Define your standard terms of payment.
16. Who is your competition in the marketplace?
17. Overall annual sales for last three (3) years; 2011, 2012, 2013..
18. Overall public sector sales, excluding Federal Government, for last three (3) years; 2011, 2012, 2013.
19. What is your strategy to increase market share?

20. What differentiates your company from competitors?
21. Describe the capabilities and functionality of your firm's on-line catalog/ordering website.
22. Describe your company's Customer Service Department (hours of operation, number of service centers, etc.).
23. Describe your company's ongoing quality control processes to ensure qualified in-house personnel, installers, and subcontractors.
24. Describe and provide and product or service warranties offered by your organization.
25. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.

### Marketing / Sales

17. Detail how your organization plans to market this contract within the first ninety (90) days of the award date. This should include, but not be limited to:
  - a. A co-branded press release within first 30 days
  - b. Announcement of award through any applicable social media sites
  - c. Direct mail campaigns
  - d. Co-branded collateral pieces
  - e. Advertisement of contract in regional or national publications
  - f. Participation in trade shows
  - g. Dedicated TCPN and Region 4 ESC internet web-based homepage with:
    - i. TCPN and Region 4 ESC Logo
    - ii. Link to TCPN and Region 4 ESC website
    - iii. Summary of contract and services offered
    - iv. Due Diligence Documents including; copy of solicitation, copy of contract and any amendments, marketing materials
18. Describe how your company will demonstrate the benefits of this contract to eligible entities if awarded.
19. Explain how your company plans to market this agreement to existing government customers.
20. Provide a detailed ninety (90) day plan describing how the contract will be implemented within your firm.
21. Describe how you intend on train your national sales force on the Region 4 ESC agreements.
22. Provide a list of industry trade shows/conferences your company annually attends.
23. Acknowledge that your organization agrees to provide its company logo(s) to Region 4 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.
24. Provide the revenue that your organization anticipates each year for the first three (3) years of this agreement.
 

\$\_\_\_\_\_ in year one

\$\_\_\_\_\_ in year two

\$\_\_\_\_\_ in year three



### **Administration**

24. Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative's name(s), contact person(s) and contact information as reference(s).
25. Describe the capacity of your company to report monthly sales through this agreement.
26. Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency.
27. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.

### **Green Initiatives**

We are committed to helping to build a cleaner future! As our business grows, we want to make sure we minimize our impact on the Earth's climate. So we are taking every step we can to implement innovative and responsible environmental practices throughout Region 4 ESC to reduce our carbon footprint, reduce waste, promote energy conservation, ensure efficient computing, and much more. We would like vendors to partner with us in this enterprise. To that effort, we ask respondents to provide their companies environmental policy and/or green initiative.

28. Please provide your company's environmental policy and/or green initiative.

### **Vendor Certifications (if applicable)**

29. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.



Exemplis Corporation  
6415 Katella Avenue  
Cypress, California  
90630

Region 4 ESC/TCPN RFP Solicitation Number 14-22; Furniture and Installation

## COMPANY PROFILE

**Based on criteria stated in the Evaluation process under Performance Capability, please find our responses to the following bullet points (please note the Company Profile Questions are stated below):**

- **Response to emergency orders:** Exemplis Corporation prides itself on having the quickest lead times in the Industry- 2, 5 or 10 days ARO- thus positioning ourselves to be able to handle any emergency orders and get them out the door quickly.
- **Average fill rate/on time delivery rate:** 96%
- **History of meeting the shipping and delivery timelines:** Exemplis Corporation is 96% in compliance with our shipping and delivery timelines.
  - Please note, on-time performance is calculated: ship day is considered as Day 0
  - Delivery is made on or before the committed delivery date based on the Exemplis committed transit time; OR
  - The freight is available for delivery on the last day of the committed transit window if an APPT or CBD is required for delivery.
  - Delays not factored into on-time metric:
    - Holidays
    - Weather delays
    - Consignee APPT & CBD requirements
- **Financial condition of vendor:** Exemplis Corporation is a privately held company established in 1996. Since inception, we have been profitable. We are an unlevered business. We have no debt. With a signed NDA, we are happy to share our official audited financials.
- **Offeror's Safety Record:**
  - Exemplis Corporation has a formal Injury and Illness Prevention Plan and maintains records of injuries on the OSHA 300 log and reports injuries to our insurance carrier, as required. YTD our recordable injuries stand at 15 injuries. All injuries have been treated and there have been no injuries of major significance in 2014 YTD.

- In relation to our safety record with customers; we are involved in legal proceedings and litigation arising in the ordinary course of business. In the opinion of management, the outcome of such proceedings and litigation currently pending will not materially affect the company's operations.

**PLEASE PROVIDE THE FOLLOWING:**

1. Company's official registered name:

- a. Exemplis Corporation

2. Brief history of your company, including the year it was established:

- a. Exemplis Corporation is meeting the growing demand for custom, build-to-order seating. We perfectly design our chairs for comfort, quality and value - a dedication that has propelled us to market leader in seating solutions for business, healthcare, government and education.
- b. Since 1996 we've built a reputation for making well-designed, comfortable and affordable office seating. Our unique build-to-order manufacturing model allows us to create beautiful and reliable ergonomic chairs and ship them quickly.
- c. All our products are developed and sustainably built in the USA from regionally and globally sourced materials.

3. Company's Dun & Bradstreet number:

- a. 33-0697684

4. Corporate office location:

- a. 6415 Katella Avenue, Cypress, California 90630

5. List the total number of sales persons employed distribution center by your organization within the United States, broken down by market:

- a. 29 direct sales representatives: 5 in Cypress, California; 24 in remote locations throughout the United States.
- b. 100+ independent sales representatives located throughout the United States.

6. List the number and location of offices, or service centers for all states being offered in solicitation. Additionally, list the names of key contacts at each location with title, address, phone, and e-mail address:

6415 Katella Avenue  
Suite 200  
Cypress, CA 90630  
714 995 4800  
www.exemplis.com

a. Please see the attached Contact List Spreadsheet.

7. Provide the number of furniture dealers that your organization works with, broken down by State:

a. Exemplis Corporation currently has 1,325 active dealers throughout North America.

- i. Alabama 21
- ii. Arizona 24
- iii. N/S Carolina 62
- iv. California 125
- v. Colorado 25
- vi. Florida 78
- vii. Georgia 48
- viii. Illinois 47
- ix. Louisiana/ Mississippi 16
- x. Michigan 33
- xi. Mid Atlantic(DC,MD,VA) 111
- xii. Midwest (KS, MO, NE) 55
- xiii. New England 34
- xiv. New Mexico 12
- xv. New York City/New Jersey 71
- xvi. New York (upstate) 29
- xvii. Northwest (ID,MT,OR,WA) 66
- xviii. Ohio Valley (IN, OH, KY) 105
- xix. Pennsylvania (PA/DE) 93
- xx. South Midwest (AR,OK,TX) 78
- xxi. Tennessee 37
- xxii. Upper Midwest (MN,ND,SD) 36
- xxiii. Utah / Wyoming 21
- xxiv. Wisconsin 17

8. Describe how your organization will ensure agencies receive the Region 4 ESC contract pricing through your dealer network:

- a. Exemplis Corporation will provide ongoing training, contract summary sheets, and a dedicated TCPN web landing page. We will assign this contract a terms variance request (TVR) that states the discounting and terms. In order for a dealer to submit an order in behalf of a TCPN member, they are required to supply the unique TVR number.
- b. Dealers will supply the TCPN members with complete project specifications including full model number, product description, list price, contract discount and net price. The TCPN member may verify the list price, discount price, and net price independently by visiting the

TCPN web landing page or reviewing our Price Guides online. The TPCN members may also call our Customer Support at 714-995-4800 for assistance.

9. Detail any rebates, custom lists, or other incentive offers, that will be extended through the contract:

- a. Exemplis Corporation will offer seasonal discounting/product promotions during the peak buying seasons. Each promotion would be tailored for education or municipal peak buying seasons.

10. Describe how your company proposes to distribute the furniture, and related products, nationwide:

- a. Exemplis Corporation plans to use our commercial dealer network to sell and distribute our products to the TPCN Members. We have over 1,350 dealer partners around the country; strong representation in every major, secondary and tertiary market in the Contiguous United States. We will leverage our distribution network by supplying our sales force with the upfront contract training, co-branded marketing material and other tools to assist in pre/post sales cycle. We distribute and market commercial seating product primarily through aligned office furniture dealers in North America. Over 75% of our sales go through these aligned dealers. These aligned dealers primary lines are the largest commercial furniture manufacturers in the industry, i.e., Herman Miller, Steelcase, etc. These dealers have majority market share within the industry, estimated to represent over 65% of total commercial furniture sales in North America. As such, these dealers have access and established relationships with the primary customer base represented by the RFP.

11. State your standard delivery time ( in days) and any available options that an agency might have for expediting delivery:

- a. Exemplis Corporation's nimble size and lean manufacturing operation mean speed in sourcing, warehousing, assembly, and logistics that other manufacturers just can't match. This makes us the fastest in the industry, shipping orders in 2, 5 or 10 days.
- b. Standard shipments are made via common carrier, unless otherwise specified. Special routing requests made by the customer or the consignee may result in additional charges.
- c. Standard deliveries are dock-to-dock and are scheduled to occur Monday through Friday between 8 a.m. and 5 p.m., based on our published transit times. We will not be held responsible for issues or costs arising from carrier transit delays, missed delivery appointments, etc. We reserve the right to charge for non-standard customer delivery requirements that may include order deliveries, inside deliveries, etc. For information concerning these charges contact Customer Support.
- d. Our shipments are not guaranteed. Expedited service is available at an additional cost. We will work to arrange a specific delivery timetable with the carrier. Expedited services contracted

with carriers are done solely at the request of the customer, and we in no way assume responsibility, either financial or otherwise, for any costs incurred as a result of a service failure on an expedited shipment. Please contact Customer Support for more information.

12. Please detail any restocking fees and the procedures required for returning products:

- a. Orders which have entered any stage of production cannot be cancelled. Requests for cancellation are not accepted until acknowledged by Exemplis Corporation. In the event cancellation is accepted by us, cancellation charges may be for the entire amount of the order. Returns are subject to a restocking charge equivalent to 40% of the net order amount plus freight. Authorization for return must be requested from and approved by us prior to the return of the merchandise. Unauthorized returns will not be accepted.

13. State the process for returning damaged goods:

- a. In following with our warranty claims process, as part of the replacement process, the local dealer will pick up the product from the TCPN Member and we will evaluate if the product should be shipped back to our manufacturing facility or be recycled locally if the product is damaged beyond use.

14. Please provide contact information for the person(s) who will be responsible for the following areas, including resumes:

- a. Marketing: Michelle Sinnolai; Marketing Specialist:
  - i. Phone: 714-995-4800 Ext #321
  - ii. Email: [msinnolai@exemplis.com](mailto:msinnolai@exemplis.com)
  - iii. Employed at Exemplis Corporation for 7 years as Marketing Specialist
  - iv. Michelle has a total of 9 years' experience in the marketing field
- b. Sales: Dan Conaty; Director of Government Sales
  - i. Phone: 202-658-9258
  - ii. Email: [dconaty@exemplis.com](mailto:dconaty@exemplis.com)
  - iii. Employed at Exemplis Corporation for 5 years as Director of Government Sales
  - iv. Dan has a total of 15 years' experience in the office furniture sales management field
- c. Sales Support: Elissa Aljian; Sales Administrative Assistant
  - i. Phone: 714-995-4800 Ext #373
  - ii. Email: [ealjian@exemplis.com](mailto:ealjian@exemplis.com)
  - iii. Employed at Exemplis Corporation for 3 years as Sales Administrative Assistant
  - iv. Elissa has a total of 17 years' experience in the sales administrative support field
- d. Financial Reporting: Derek A. Cairo, JD; Senior Contracts Administrator
  - i. Phone: 714-995-4800 Ext #316

- ii. Email: [dcairo@exemplis.com](mailto:dcairo@exemplis.com)
  - iii. Employed at Exemplis Corporation for 8 months as Senior Contracts Administrator
  - iv. Derek has a total of 9 years' experience in the contract management field
- e. Executive Support: Elissa Aljian; Sales Administrative Assistant
- i. Phone: 714-995-4800 Ext #373
  - ii. Email: [ealjian@exemplis.com](mailto:ealjian@exemplis.com)
  - iii. Employed at Exemplis Corporation for 3 years as Sales Administrative Assistant
  - iv. Elissa has a total of 17 years' experience in the sales administrative support field

15. Define your standard terms of payment:

- a. Net 10 – 1% discount; Net 30

16. Who is your competition in the marketplace?:

- a. Herman Miller
- b. Steelcase
- c. Haworth
- d. Knoll
- e. Hon
- f. Global
- g. Allsteel
- h. Allseating
- i. KI

17. Overall annual sales for last 3 years (2011, 2012, 2013):

- a. 2011: \$124 MM
- b. 2012: \$151 MM
- c. 2013: \$165 MM

18. Overall public sector sales, excluding Federal Government, for last 3 years (2011, 2012, 2013):

- a. 2011: \$21,069
- b. 2012: \$25,501
- c. 2013: \$25,525

19. What is your strategy to increase market share?

- a. Exemplis Corporation has successfully increased market share over the industry for the last several years. Coming out of the low point of the recession in 2008, Exemplis has grown on average 24% year over year.

- b. We have accomplished this by developing meaningful new products and successfully bringing them to market; aligning ourselves with the largest and fastest growing dealers in the market and continuing to develop our sales team by focusing their efforts on vertical market and contract opportunities.
- c. Our products are brought to market with compelling unique style that will capture a customer's attention. Our products are designed to be the most comfortable in their category as well as the lowest price point.
- d. Our distribution in each market are the major players with the most market access. We look closely at each dealers "feet on the street" and market penetration and share per market. We introduce our product line and train them on how to be successful with our products. Typically, due to our compelling style and low price point, our dealers make more money selling our product than any of our competitors' products.
- e. We measure ourselves nationwide as well as in each market not only by overall revenue, but also by educational sales and contract sales. Benchmarks are established and best practices are published. End users are prioritized by potential volume and reviewed with our best dealers in the marketplace. New construction and bond revenue are tracked and baked into prioritization of customers. The architectural design community is engaged and segmented by focus. Each territory is expected to grow revenue and ultimately market share in each vertical market segment and contract identified.

20. What differentiates your company from competitors?:

- a. Since 1996 Exemplis Corporation has built a reputation for making well-designed, comfortable and affordable office seating. Our unique build-to-order manufacturing model allows us to create beautiful and reliable ergonomic chairs and ship them quickly.
- b. BUILD-TO-ORDER
  - i. We make over 3,000 chairs per day, built exactly the way you want, with absolute attention to quality. Executive, conference, task, multipurpose and lobby seating – we've got it all. We support the Buy American Act and all SitOnIt Seating and IDEON Soft Seating are built in our factory in Buena Park, California.
- c. FASTEST SHIPPING
  - i. Our nimble size and lean manufacturing operation mean speed in sourcing, warehousing, assembly, and logistics that other manufacturers just can't match. This makes us the fastest in the industry, shipping orders in 2, 5 or 10 days.

d. AFFORDABLE & EASY

- i. You'll get more for your dollar with a SitOnIt Seating or IDEON Soft Seating chair. All we do is make great seating and deliver it fast, backed by an outstanding customer service experience before, during, and after each sale.

e. WORLD-CLASS DESIGN

- i. We exceed expectations with elegant product collections developed by renowned designers and engineers.

21. Describe the capabilities and functionality of your firm's on-line catalog/ordering website:

- a. The complete SitOnIt Seating and IDEON Soft Seating Price Guides, as well as individual price lists for each product, are available for viewing or download on the website.
- b. We have developed an online quote generator designed to specify and visualize chairs on the go or on the spot. With ChairBuilder, users can produce a list price – complete with part number – with several easy clicks.
- c. The ChairBuilder.com website is optimized for iPad and other mobile devices.

22. Describe your company's Customer Service Department (hours of operation, number of service centers, etc.):

- a. Exemplis Corporation's Customer Support team is structured with several regions to be certain we always have someone available and familiar with the product and the territory that the inquiry originates from.
- b. Our Regional teams consist of 3 to 5 seasoned customer support reps specialized within Western, Central, Southeast, Northeast, IDEON Soft Seating and Warranty support. Our Customer Service Representatives are empowered to swiftly resolve issues and provide customers with a positive experience.
- c. Our Customer Support team is available from 5.30 am to 5.00 pm Pacific Standard time via our toll free number at 888-274-8664. Also via email.
- d. Our Customer Support team is based in our corporate office in Cypress, California
- e. In 2013, the Office Furniture Dealers Association (OFDA) named Exemplis Corporation the #1 seating manufacturer in service and support! Our team lives by the mantra of responding to messages and emails within 24 hours or less from the time of submission along with our "we



get it". Our CSR's stay with matters from start to finish avoiding having to pass on or explain an item multiple times.

23. Describe your company's ongoing quality control processes to ensure qualified in-house personnel, installers, and subcontractors:

a. Professionals, Sales, and Administrative:

- i. Exemplis Corporation conducts an extensive screening process before offering a position. We have an in house recruiting department, which is staffed by 2 fulltime recruiters.

b. Factory and Warehouse Labor:

- i. We utilize staffing agencies to place labor in the factory and warehouse. Employees are screened through various testing processes. Selected applicants are trained and hired as "temporary employees" for their first 90 days. Qualified employees may be converted to fulltime Exemplis Corporation employees.

c. Dealers (Subcontractors):

- i. Annual performance reviews are performed on a regional market-by-market level by our Sales Directors and Sales Representatives

24. Describe and provide and product or service warranties by your organization:

- a. Please see the attached Pricing and Warranty Document

25. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation bankruptcy or reorganization:

- a. Exemplis Corporation is involved in legal proceedings and litigation arising in the ordinary course of business. In the opinion of management, the outcome of such proceedings and litigation currently pending will not materially affect the company's consolidated operations, cash flows and financial condition.
- b. In our company's history, there have not been any bankruptcies or reorganizations.

26. Detail how your organization plans to market this contract within the first 90 days of the award date:

- a. Host Webinar within first 30 days for Exemplis Corporation's sales force:
  - i. Field sales team and management

- ii. Announce new contract
- iii. Cover terms of new contract
- iv. Cover collateral material
- v. Explain sales strategies to drive volume through new contract
- vi. Webinar attended by our executive management and TCPN Management
- vii. Additional "Strategy & Learning" sessions at National Sales Meeting

b. Share field sales & sales management rosters with TCPN:

- i. Sales Management team will make introductory phone calls to TCPN sales people within first 30 days
- ii. Sales Management will attempt to meet live with all TCPN sales people during first 90 days or as soon as logistically possible for both parties

c. Targeted joint sales call strategy:

- i. Our sales management and TCPN sales people will make joint sales calls in largest member end users during first 6 months
- ii. Our sales management and TCPN sales people will make joint sales calls on key dealers, to promote this new contract
- iii. Our field sales team will make targeted sales calls on TCPN Members to promote the contract

d. Sales execution management - metrics:

- i. Goal assignment to Regions

e. Dedicated homepage:

1. Exemplis Corporation will continue to host a dedicated landing site under our contracts section of our website.
2. This landing page will be updated to include:
  - a. TCPN and Region 4 ESC standard logos
  - b. Copy of the original RFP
  - c. Copy of the Master Agreement
  - d. Summary of products and pricing
  - e. Marketing collateral
  - f. Link to TCPN and Region 4 ESC webpages
  - g. Toll free number to our corporate office

27. Describe how your company will demonstrate the benefits of this contract to eligible entities if awarded:

- a. By leveraging the buying power of a national cooperative purchasing agreement, the TCPN Member will receive of a discount that was negotiated by a national buying consortium.
- b. Exemplis Corporation will show the end user the benefits of the TCPN contract by:
  - i. Comparing the commercial discount terms to the TCPN discount terms
  - ii. Informing the end user that there are no additional costs to become a TCPN Member.

28. Explain how your company plans to market this agreement to existing government customers:

- a. Exemplis Corporation will aggressively market the TCPN contract to our dealer community and TCPN Members and prospective current non-members. Our dealer community currently calls on and sells to customers who are either members of TCPN or prospective members. These prospective members will include non-profits, educational institutions, cities, counties, religious organizations, etc.

29. Provide a detailed 90 day plan describing how the contract will be implemented within your firm:

- a. In the first 10 days, we will make an announcement with executive quotes to:
  - i. Our own sales force
  - ii. Our dealer network
  - iii. Our dealer sales representative network
  - iv. Our architectural and design services network
  - v. If the TCPN chooses to provide a TCPN Member email list, we can send out an email to this audience as well.
- b. We will host a webinar with our own sales force within first 30 days to train our sales force
  - i. Participation from our executive leadership
  - ii. Review contract terms document located on our sales representative/dealer portal
  - iii. Review list of potential end users and TCPN Members to identify targets for a sales plan
  - iv. Review uniquely created presentation for our sales representatives to deliver to our dealers and end users regarding the contract

30. Describe how you intend to train your national sales force on the Region 4 ESC agreements:

- a. We will host a webinar with our own sales force within first 30 days to train our sales force
  - i. Participation from our executive leadership
  - ii. Review contract terms document located on our sales representative/dealer portal
  - iii. Review list of potential end users, TCPN Members, and Region 4 ESC end users to identify targets for a sales plan

- iv. Review uniquely created presentation for our reps to deliver to our dealers and end users regarding the contract

31. Provide a list of industry trade shows/conferences your company annually attends.

- a. NeoCon
- b. NeoCon East
- c. Healthcare Design Conference
- d. AUID
- e. GSA Expo
- f. Regional/Local trade shows

32. Acknowledge that your organization agrees to provide its company logo(s) to Region 4 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions:

- a. High resolution logos can be provided subject to approval of marketing communications and promotional materials.

33. Provide the revenue that your organization anticipates each year for the first 3 years of this agreement:

- a. Year one: \$1.5 MM
- b. Year two: \$2.0 MM
- c. Year three: \$2.0 MM

34. Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative's name(s), contact person(s) and contact information as reference(s):

- a. Upon our award of the TCPN contract in 2010, Exemplis Corporation executed training and sales blitz to spark instant awareness of the new TCPN contract. From there, we have continued to work on educating potential TCPN Members and dealers on the benefits of a cooperative purchasing vehicle.
  - i. Contact: Tray Moses, Director of Business Development
    - 1. Phone: 713-554-0557
    - 2. Email: [tmoses@tcpn.org](mailto:tmoses@tcpn.org)

35. Describe the capacity of your company to report monthly sales through this agreement:

- a. Exemplis Corporation has a dedicated Senior Contracts Administrator and finance team to provide accurate monthly sales reports to TCPN.

36. Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency:

- a. Exemplis Corporation is able to provide management reports, such as consolidated billing reports, when requested by TCPN.

37. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies:

- a. One suggestion is to allow awarded vendors to strictly offer an aggressive commodity discount and allow TCPN Members to compete and negotiate installation services at the task order level. This will provide market pressure for aggressive installation pricing. When the TCPN Members all have the same net product pricing, this will allow them to focus on the level of service they seek at a reasonable price.

38. Please provide your company's environmental policy and/or green initiative:

- a. Exemplis Corporation is dedicated to sustainability, from the fabrics we select to the way we manufacture, to how we run our corporate offices. Our efforts been recognized by Managing Automation, which listed us as one of its "Progressive 50." We work hard to minimize the impact of our manufacturing and support a healthy workplace – for our employees and our planet. Our lean manufacturing practice provides the foundation of its sustainability strategy by linking eliminating waste, conserving resources and responsibly designing product for durability and extended life.
- b. Our dedication to green processes begins with smart manufacturing and continues through every stage of our product's lifecycle. During manufacture, we maximize material usage and minimize or recycle waste. Our products are GREENGUARD or GREENGUARD Gold certified, protecting your office environment from harmful emissions.
- c. TAKE BACK PROGRAM
  - i. Exemplis Corporation offers the Take Back Program to minimize product waste and make environmental responsibility easy for our customers. To honor this, we have partnered with the nonprofit environmental organization ANEW to offer a return program for surplus product – regardless of condition.
  - ii. Where possible, ANEW matches the used products and materials otherwise destined for landfill with local non-profits and public agencies. The remainder is recycled or considered for energy-from-waste to avoid deposit in a landfill. Visit [www.anewfound.org](http://www.anewfound.org) to find out more.

iii. We are committed to making this relationship a part of our sales strategy and are proud to recommend ANEW to customers who wish to recycle their furniture for the good of the community and the environment.

d. Please see the attached Sustainability Policy Document.

39. Provide a copy of all current licenses, registrations and certifications issued by federal, state, and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to licenses, registration or certifications.

- a. The following certificates are attached to our response:
- i. Cypress, California
  - ii. Buena Park, California
  - iii. Chicago, Illinois
  - iv. New York City, New York

Exemplis Corporation  
6415 Katella Avenue  
Cypress, California  
90630

Region 4 ESC/TCPN RFP Solicitation Number 14-22; Furniture and Installation

### PRICING AND WARRANTY

Exemplis Corporation is proposing the following discount structure to Region 4 ESC and TCPN for our SitOnIt Seating and IDEON Soft Seating Product Lines:

- Tier 1: \$0 - \$100,000 54% end user discount off list/MSRP
- Tier 2: \$100,001 - \$250,000 56% end user discount off list/MSRP
- Tier 3: \$250,001 - \$476,190 58% end user discount off list/MSRP
- Tier 4: Negotiated

Please note that there are no additional charges for freight to the end user. For our IDEON Soft Seating product line, there is a \$95 flat freight fee for a 2 or less item order.

For Installation Services, Exemplis Corporation proposes\*:

- Tier 1: 16% of net (sale) product price
- Tier 2: 14% of net (sale) product price
- Tier 3: 12% of net (sale) product price
- Tier 4: 12% of net (sale) product price

\* The Installation Services percentages listed above are meant to cover the divergent nature and volatility of market-to-market costs to handle the complexity of delivering and installing office furniture nationally. It is our recommendation that the TCPN Members could benefit more by negotiating and competing these services at the task-order level with local dealers.

Please see the attached Electronic Price List created by our IT Department. Please note that due to the file size, there are several tabs in the spreadsheet that contain our product data.

We are also attached our SitOnIt Seating and IDEON Soft Seating Price Guides in PDF format.

#### Warranty Provisions:

- Please see the attached Exhibit A and B for our SitOnIt Seating and IDEON Soft Seating Warranties

**Exhibit A**  
**SITONIT SEATING LIMITED LIFETIME WARRANTY**

SitOnIt Seating (the "Company") warrants to the original end user that this product will be free from defects in its material and workmanship when used in a Single Shift (standard 8 hour day, 5 days per week) except as set forth below.

**EXCEPTIONS TO THE LIFETIME WARRANTY COVERAGE**

**12-Year Warranty Coverage for Multi-Shift Use (24/7):**

- Amplify, Torsa and Wit

**10-Year Warranty Coverage for Multi-Shift Use (24/7):**

- Non-Stop Heavy Duty and chairs purchased with an HD Option

**5-Year Warranty Coverage:**

- Census and Swirl
- Fabric, Foam, Knit Back, Mesh and Plastic

**2-Year Warranty Coverage:**

- Fabric and Foam Cushioning for Non-Stop Heavy Duty, Freelance Heavy Duty and Chairs Purchased with an HD Option

**THE COMPANY DOES NOT WARRANT**

- COM/COL textiles
- Product abuse or misuse
- User modification of or attachments to the product
- Products or parts not used, maintained or installed in accordance with the Company's installation, maintenance and/or applicable guidelines
- Products that are exposed to extreme environmental conditions and/or have been subject to improper storage
- Floor samples or display models
- Products purchased "as is" and/or secondhand
- Products sold by unauthorized dealers
- Creasing and/or gathering of textiles during upholstery application process
- Minor irregularities of color, surface, grain, and texture
- Minor variations of color in textiles
- Variations of texture and natural markings such as neck wrinkles, scratches, backbone marks and stretch marks in leather
- Color matching of textiles exactly to samples, swatches or prior purchases

**APPLICABLE PROVISIONS TO ALL PRODUCTS AND SERVICES**



The Company will repair or replace with a comparable product, at its option, without charge to the original purchaser, only defective products or parts found defective during the Warranty Period. If requested by the Company, the original purchaser must return the part or product with freight or other shipping charges prepaid.

This warranty shall be effective for the applicable time period beginning from date of purchase as shown on original purchaser's original receipt or other proof of purchase.

For products purchased on or after August 1, 2012, the Company shall pay for all labor costs pre-approved by the Company. The payment of such pre-approved labor costs will be in the form of a credit to an active Company account. There are no other warranties, expressed or implied, other than those specifically described, including, without limitations, any implied warranty or merchantability or of fitness for a particular purpose. The Company will not be responsible for incidental or consequential damages. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may have other rights which vary from state to state.

The Company will advise you of the procedure to follow when making warranty claims. Call the Company at (888) 274-8664 to explain the defect. Give your name, address, and telephone number. Please be prepared with the model number and sales order number found under the seat of the chair.

## Exhibit B IDEON SOFT SEATING WARRANTY

### We've got your back (and your seat, your legs, etc.)

We know you're putting a lot on the line when you select your furniture. Which is why we at IDEON put so much into all our lines. You can rest assured that every product you buy was built with superior craftsmanship and materials. And we stand behind all our products with a warranty that's as solid as our products. That's our warranty guarantee and we think you're going to like it.

### Our warranty

For original end users, we warrant that IDEON products will be free from defects in its material and workmanship as described below. And if there's any problem – no problem. We'll repair or replace, at our option, without charge to the original purchaser only, defective products or parts resulting from normal use (standard 8-hour days, 5 days per week) for the following warranty periods:

#### Seating

10-Year Warranty – the entire time owned by the original purchaser for all chair components including glides, casters, frames and other structural elements.

#### Tables

10-Year Warranty – the entire time owned by the original end user.

#### Fabric & foam

5 Year Warranty – on all collections COM/COL not warranted for wear or long-term adhesion. Normal wear and tear is the specifier's responsibility.

#### A closer look

Here's some stuff our lawyers made us include. It basically spells out what we cover (a lot) and lets you know what we don't (not that much). Take a read through it if you ever need it, or if you need help falling asleep after a few too many dark chocolate-covered espresso beans.

- This warranty shall be effective for the applicable time period beginning from date of purchase as shown on your original receipt or other proof of purchase.
- This warranty is your sole remedy for product defects in material and workmanship and excludes defects or damage due to or arising in connection with transit, product abuse, abnormal use or misuse, negligence, accidents, user modification of, or attachments to the product, including application of your own upholstery materials and products or parts not used, maintained or

installed in accordance with the company's installation, maintenance and/or applicable guidelines. Other exclusions include normal aging, fading or wear of fabrics, finishes and filling material.

- We will repair or, at our option, replace the defective part, free of charge to the purchaser.
- For products purchased on or after August 1, 2012, IDEON shall pay for all labor costs pre-approved by IDEON. The payment of such pre-approved labor costs will be in the form of a credit to an active IDEON account.
- There are no other warranties, expressed or implied, other than those specifically described, including without limitation any implied warranty or merchantability or of fitness for a particular purpose.
- We will not be responsible for incidental or consequential damages.
- Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may have other rights, which vary from state to state.

### **Material facts**

Sometimes, a few imperfections show just how perfect something is. Take furniture coverings, for instance. Sure, a cheaper, man-made material could be manufactured to appear flawless. But nature has a different take on perfection. So, due to natural variations in our natural materials, all IDEON furniture is sold subject to minor irregularities of color, surface, grain and texture.

### **Textiles**

- Since textiles vary in weave, thickness and memory, some creasing and/or gathering may occur during the upholstery application process.
- Textiles are sold subject to minor variations of color.

### **Leather**

- Leather upholstery materials are of the finest quality.
- Because leather is a natural product, variations of texture are common and should be expected.
- Leather will contain natural markings such as neck wrinkles, scratches, backbone marks and stretch marks. These distinctions give leather its unique characteristics and are considered to be a part of the natural beauty of leather.

### **Our standards are anything but**

IDEON is a member of the Business and Institutional Furniture Manufacturer's Association (BIFMA). Tests developed by the Business and Institutional Furniture Manufacturer's Association (BIFMA) and approved by the American National Standards Institute (ANSI) determine the strength and durability of seating in its everyday use. Although this testing does not serve as a warranty or guarantee, IDEON

Products within this price list generally meet or exceed applicable BIFMA and ANSI standards. In other words, we make really good stuff and we're not afraid to put it to the test.

### Claims

If one of our products fails during normal use (standard 8 hour work day, 5 days per week) within the applicable warranty period, please contact us at:

[customersupport@ideondesign.com](mailto:customersupport@ideondesign.com)

OR

1-877-994-3366

Please provide us with:

- An explanation of the defect.
- A description of the relevant part.
- The proof of purchase.
- Your name, address, and telephone number.
- The model number, date of purchase, date of manufacture, cell number, and part number found under the seat of the chair.

# SitOnIt • Seating®



## Sustainability Policy

As an industry innovator, executive management views sustainability as essential to its core business and an opportunity for both improvement and growth. In this respect the company's Sustainability Policy covers the following environmental, economic and social issues:

### Environmental Management Policy

Exemplis is committed to environmental leadership. We are dedicated to improving our environmental performance; to reduce local and global water, air, land and human impacts. Our approach includes implementation of pollution prevention measures and continuous improvement; as well as compliance with all local, state, and national environmental regulations at a minimum.

### Design for Environment

Reducing environmental impacts of our products begins with our new product development process. All new products or major design modifications on existing products go through our Design for Environment process which seeks to incorporate energy and water efficiency, renewable, recycled, recyclable and biodegradable materials and to account for end of life impacts.

### Design for Durability / Upgradeability

Exemplis products are engineered to achieve the highest levels of durability and upgradeability. Our products are designed to have a long and useful life and are manufactured to withstand repeated service, repair and handling. To facilitate maintenance, servicing and reassembly; replaceable components are standard features of the products we manufacture, making them easy to refurbish and upgrade for multiple uses by the original or future users.

## **Energy Policy**

Exemplis is committed to improving energy conservation and efficiency which includes reducing our overall energy consumption and greenhouse gas emissions. It is our policy to continuously improve upon and regularly monitor our energy performance; acting in accordance with all current and future local, state, and national legislation required of our operations in this area. We will set objectives and targets directly related to energy conservation, which will be reviewed at least annually. To hold ourselves accountable to these internal goals, we will be transparent with our performance metrics, reporting our performance to our stakeholders through publicly available, voluntary reporting outlets.

## **Solid Waste Management**

Exemplis has implemented a Zero Waste-to-Landfill goal. We will continuously work to achieve this goal by employing waste reduction and recycling strategies that will, over time, divert all waste from our manufacturing operations from being sent to the landfill.

## **Chemical Management**

Exemplis is committed to reducing the human and ecosystem health impacts of our products and processes through regularly evaluating our chemical management and hazard communication plans. We will continuously evaluate and monitor the chemicals used in our facility and maintain current Safety Data Sheets through an electronic filing system. Using this process we will build a chemical inventory system to identify and track all existing chemicals within and leaving our facility, as well as all purchased chemicals that are not currently in our system.

## **Transportation**

Exemplis is committed to reducing transportation related emissions through idling reductions, carrier selection, and reductions in unnecessary intercompany movement. Attention is given to environmental criteria when selecting 3rd party carriers for inbound and outbound products and materials.

## **Social Responsibility Policy**

Exemplis demonstrates its belief in being a good corporate citizen by constantly looking for ways to reaffirm the beneficial social impact of our operations locally and globally. We are committed to maintaining high social responsibility principles; we act vigilantly to be as fair as possible with our customers, employees and our manufacturing partners and to be a benefit to the communities in which we operate.

## **Corporate Ethics**

We understand the importance of credibility and trustworthiness to our success as a business. All officers and employees of Exemplis are expected to conduct their business affairs in accordance with all applicable laws of the United States and observe the highest standards of business ethics; acting with integrity while considering the impact of our decisions on our stakeholders, with whom we will communicate openly and effectively with. This policy will be regularly communicated to all employees.

## **Insider Trading**

Exemplis is a privately held company. As such, there are no requirements to publicly disclose any information regarding our business or financial results. As a policy, we prohibit the unauthorized disclosure and misuse of any confidential, proprietary or nonpublic information by any officer, employee or associate of the company who acquired such information in the course of his or her service with the company.

## **Receipt of Gifts**

To avoid conflicts of interest, or the appearance thereof, Exemplis prohibits the receipt of gifts beyond a reasonable amount. Any gifts exceeding \$25 received by an employee from any current or potential vendor, associate, or customer, regardless of its nature, must be reported to the head of the organization. Gifts, excluding normal gratuities for services rendered, should never be in the form of cash.

## **Health & Safety**

Exemplis is committed to accident prevention and will do everything possible to protect the health and safety of our employees. We will comply with legislated health and safety requirements as outlined by the Occupational Safety and Health Administration (OSHA) laws and regulations to maintain a safe workplace. In fulfilling this commitment, we will strive to eliminate all foreseeable hazards that may result in actual or potential threats to our employees', and our company's, well-being.

## Inclusiveness

Following US Equal Opportunity Employment laws and regulations, during hiring, training, retention, promotion, and firing of employees; Exemplis will not discriminate on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability. Exemplis is committed to treating all of its employees and associates with dignity and respect; encouraging collaboration, teamwork and the active involvement of all employees.

## Labor and Human Rights

It is our policy to protect and respect the basic human rights of our employees and associates. Exemplis commits to providing decent work hours, wages, and conditions as well as upholding all local, national, and global regulations prohibiting forced, compulsory, and child labor.

## Community Involvement

Exemplis will seek out activities that contribute to the community in which we operate. Activities may include volunteerism, donations, and sponsorship opportunities, among others. We will make every effort to involve our employees in these decisions and encourage their participation.



Signed By

*David Stevens*

CEO

Date

*7/23/14*



CITY OF

CYPRESS

# BUSINESS CERTIFICATE

The person, firm or corporation named below is granted this business certificate pursuant to the provisions of the City Business License Ordinances to engage in, carry on or conduct the business, trade, calling, profession, exhibition or occupation described below. Issuance of certificate is not an endorsement, nor certification of compliance with other ordinances or laws, nor an assurance that the proposed use is in conformance with the city zoning regulations.

BUSINESS NAME: **EXEMPLIS CORPORATION**

BUSINESS LOCATION: **6415 KATELLA AV  
Cypress, CA 90630**

BUSINESS OWNER: **PAUL DEVRIES  
MIKE MEKJIAN**

**EXEMPLIS CORPORATION  
6415 KATELLA AV  
Cypress, CA 90630**  
BUSINESS CLASS:

**2522 MFGR OFFICE FURNITURE EX WOOD**

BUSINESS IDENTIFICATION:  
**I-035399-L**  
EXPIRATION DATE:  
**06-30-15**

# BUSINESS CERTIFICATE MUNICIPAL CODE SECTION TAX RECEIPT NO.

DATE:	REFERENCE:
08/29/14	
BUS. TAX	3535.69
TOTAL	3535.69

F-15 5/83 TO BE POSTED IN A CONSPICUOUS PLACE

NOT TRANSFERABLE

DETACH FOR YOUR RECORDS



**CITY OF BUENA PARK**  
**FINANCE DEPARTMENT**

6650 Beach Boulevard, Buena Park CA 90620

(714) 562-3737

FAX:(714) 562-3728

**BUSINESS LICENSE TAX CERTIFICATE**

Wednesday, November 05, 2014

License #: BL-016004

EXEMPLIS MANUFACTURING

ATTN: AIVY NGUYEN

6415 KATELLA AVE.,#200

CYPRESS, CA. 90630

**PLEASE NOTE THE FOLLOWING**

Attached below is your current Business License Tax Certificate. Once you have obtained a license, a renewal will automatically be forwarded to you fifteen (15) days before your expiration date. If you do not receive a renewal notice, please contact the Business License Office. Failure to receive a renewal notice does not relieve the business owner of his/her responsibility in renewing the business license nor are grounds for waiving any penalties or interest.

Please contact the Business License Division at (714) 562-3736 prior to making any of the following changes:

1. Name Change
2. Change of address within the City (requires zoning approval prior to commencing)
3. Ownership or representation change.
4. Business activity change

**TEAR ALONG LINE AND POST THIS CERTIFICATE IN PUBLIC VIEW**

**CITY OF BUENA PARK BUSINESS LICENSE**

**NOT TRANSFERABLE**

**THIS BUSINESS LICENSE TAX CERTIFICATE DOES NOT GUARANTEE COMPLIANCE WITH STATE OR FEDERAL LICENSING REQUIREMENTS.**

Issuance of this certificate indicates that the person, firm, or corporation named below has paid the applicable business tax, pursuant to Chapter 5.00, Title 5, Section 040 of the Buena Park Municipal Code, for the business, enterprise, trade, calling, profession, exhibition, or occupation described below. Issuance of this Certificate is not an endorsement, nor certification of compliance with other ordinances or laws.

Business Name: EXEMPLIS MANUFACTURING

Description: MANUFACTURE AND WAREHOUSE

Tax Certificate No: BL-016004

Expires: 9/30/2015

Finance Director

Business Location: 6280 ARTESIA

**TO BE POSTED IN A PLACE VISIBLE TO THE PUBLIC-THIS IS YOUR CURRENT TAX CERTIFICATE**



New York State Department of  
**Taxation and Finance**  
 Sales Tax Registration  
 W A Harriman Campus  
 Albany NY 12227

14035415891400-AT00



EXEMPLIS CORPORATION  
 6415 KATELLA AVE STE 200  
 CYPRESS CA 90630-5245

New York State Department of Taxation and Finance  
**Certificate of Authority**

Identification number

**33-0697684**

*(Use this number on all returns and correspondence)*



**VALIDATED**

**3/19/2014**

**Dept of Tax  
 and Finance**

EXEMPLIS CORPORATION  
 6415 KATELLA AVE STE 200  
 CYPRESS CA 90630-5245

is authorized to collect sales and use taxes under Articles 28 and 29 of the New York State Tax Law.

**Nontransferable**

This certificate must be prominently displayed at your place of business.  
 Fraudulent or other improper use of this certificate will cause it to be revoked.  
 The certificate may not be photocopied or reproduced.

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DTF-17-A-R (9/10)



**New York State Department of Taxation and Finance**  
**Important Notice Regarding Liability for Sales and Use Taxes**

**Did you know?**

- The attached *Certificate of Authority* is evidence that you are authorized to collect sales and use tax. You must prominently display it at your place of business. If you do not have a regular place of business, you must attach the certificate to your cart, stand, truck, etc. Failure to properly display a validated *Certificate of Authority* can result in a \$50 penalty.
- As a registered vendor, you must file timely sales tax returns and remit any sales and use taxes collected or owed. You must file a sales tax return even if you are not conducting business and do not owe any sales or use tax.
- You must file returns until you advise us that your business is sold or discontinued, and you return your *Certificate of Authority*. (See Step 1, Step 2, and Step 3 below for important information regarding the sale or discontinuance of your business.)
- Certain registered vendors can Web-file returns at [www.nystax.gov](http://www.nystax.gov). You may also download forms from the Web site at [www.nystax.gov](http://www.nystax.gov).
- All sales and use taxes collected or required to be collected must be reported and remitted for the period in which the transaction takes place. Failure to file returns and remit taxes when due will result in the assessment of penalty and interest. The minimum penalty for failure to file a return on time is \$50, even if no tax is due. If tax is due, additional penalty and interest charges will accrue.
- Change of business address – Use Form DTF-96, *Report of Address Change for Business Tax Accounts*, if you only want to report a change in the physical address or mailing address of your business. You may also change your address on our Web site at [www.nystax.gov](http://www.nystax.gov).
- Change of other business information – Use Form DTF-95, *Business Tax Account Update*, to report a change of legal name or trade (DBA) name, officers' information, a Tax Department assigned ID number to a federal employer identification number (FEIN), or to report a change in business activity.
- See Publication 750, *A Guide to Sales Tax in New York State*, and Publication 900, *Important Information for Business Owners*, for more information on filing requirements.



**Need help?**

Sales tax information: (518) 485-2889  
Forms and publications: (518) 457-5431

Internet access: [www.nystax.gov](http://www.nystax.gov)  
Text telephone (TTY) hotline (for persons with hearing and speech disabilities using a TTY): (518) 485-5082

**Notice:** If you sell or discontinue your business, or change the form of your business, you are required to return this *Certificate of Authority* with the following information completed. Please follow the steps below:

**Step 1 -** Check the appropriate box below (box A, B, or C) and follow the instructions corresponding to the box checked.

- A**  **Business sold** - You must give each prospective purchaser a copy of Form TP-153, *Notice to Prospective Purchasers of a Business or Business Assets*, if you intend to sell your business or any of your business assets including tangible, intangible, or real property other than in the ordinary course of business. You must also provide the following information:

Last day of business (if applicable):	/	/	Date of sale:	/	/	Sale price:
Name and address of purchaser:						
Name and address of business:						
Location of property:						
Was sales tax collected on any taxable items (furniture, fixtures, etc.) included in the bulk sale?						<input type="checkbox"/> Yes <input type="checkbox"/> No

- B**  **Business discontinued** - Give the reason for discontinuing business (insolvent, deceased, dissolution, etc.): \_\_\_\_\_  
If any business assets are sold as a result of the business being discontinued, you must follow the instructions and provide the information requested in box A concerning the sale.
- C**  **Business form changed** (sole proprietor to partnership, partnership to corporation, etc.) - You must apply for a new *Certificate of Authority*. You may apply online at [www.nystax.gov](http://www.nystax.gov) or by filling out a new Form DTF-17, *Application to Register for a Sales Tax Certificate of Authority*, and mailing it to: NYS Tax Department, Sales Tax Registration Unit, W A Harriman Campus, Albany NY 12227.

**Step 2 -** You must file a final return within 20 days of the last day of business or change in status. Be sure to check the final return box on the front of the return. The return should include the tax due from business operations to the last day of business as well as any tax collected on assets that you sell. Attach statements indicating tax received and remitted for each category and, for a bulk sale, items on which tax was not collected. Attach your *Certificate of Authority* to your final return, and mail both to the appropriate address listed. Any person who fails to surrender a *Certificate of Authority*, or a *Temporary Certificate of Authority*, as required by the Tax Law, may be subject to the criminal penalties prescribed by section 1817 of the Tax Law.

**Step 3 -** I certify that the above statements are true and correct. I make these statements with the knowledge that knowingly making a false or fraudulent statement on this document is a misdemeanor under section 1817 of the Tax Law and section 210.45 of the Penal Law, punishable by imprisonment for up to a year and a fine of up to \$10,000 for an individual or \$20,000 for a corporation. I understand that the Tax Department is authorized to investigate the accuracy of any information entered on this form.

Signature (provide title and relationship)	Date
Type or print the name that appears in the signature box	

4050209100098

DTF-17-A-R (9/10) (back)



# CITY OF CHICAGO

## LICENSE CERTIFICATE NON-TRANSFERABLE

BY THE AUTHORITY OF THE CITY OF CHICAGO, THE FOLLOWING SPECIFIED LICENSE IS HEREBY GRANTED TO

NAME **EXEMPLIS CORPORATION**

PRINTED ON:  
05/20/2014

DBA **EXEMPLIS CORPORATION**  
AT **222 W. MERCHANDISE MART PLZ., Floor 11, Apt./Suite 50**  
**CHICAGO, IL 60654**  
**SUITE 50**

LICENSE NO **1908867**

CODE **1010**

FEE.\$\*\*\*\***250.00**

LICENSE: **Limited Business License**

**PRESIDENT:MICHAL L. MEKJIAN**

**SECRETARY:PAUL A. DEVRIES**

**This license is a privilege granted and not a property right. This license is the property of the City of Chicago.**

THIS LICENSE IS ISSUED AND ACCEPTED SUBJECT TO THE REPRESENTATIONS MADE ON THE APPLICATION THEREFOR, AND MAY BE SUSPENDED OR REVOKED FOR CAUSE AS PROVIDED BY LAW, LICENSEE SHALL OBSERVE AND COMPLY WITH ALL LAWS, ORDINANCES, RULES AND REGULATIONS OF THE UNITED STATES GOVERNMENT, STATE OF ILLINOIS, COUNTY OF COOK, CITY OF CHICAGO AND ALL AGENCIES THEREOF

WITNESS THE HAND OF THE MAYOR OF SAID CITY AND THE CORPORATE SEAL THEREOF

THIS **15** DAY OF **JUNE**, 20**14**

EXPIRATION DATE: **June 15, 2016**

ATTEST:



*Ralm Emanuel*

MAYOR

ACCOUNT NO **331926**

SITE: **1**

TRANS NO

*Suzana J. Mendez*

CITY CLERK



THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE LICENSED PREMISES

## Appendix I:

### EVALUATION QUESTIONNAIRE/SELF CHECKLIST

#### Products/Pricing (40 Points)

1. Are all products and services being proposed listed under APPENDIX B on a corresponding electronic device?  Yes  No
2. Is there a price list for all available products/services on a corresponding electronic device?  
 Yes  No
3. Did you provide the warranty information that is offered by your company?  
 Yes  No
4. Will customers be able to verify they received the contract price?  
 Yes  No **Please see the attached Evaluation Questionnaire included in our response**

Please explain how they would verify the contract price.

5. What payment methods do you accept? **A) Check, B) Credit Card, C) ACH, D)Wire Transfer, E) EFT**

#### Performance Capability (30 Points)

1. Did you indicate which states you can deliver to under APPENDIX E, Question 1?  
 Yes  No
2. What is the capability of your company to respond to emergency orders?  
Please explain what actions you would take. **Please see the attached Evaluation Questionnaire included in our response**
3. Please provide your company's average fill rate over the last three fiscal years.  
1) 96% 2) 96% 3) 96%
4. Please provide your company's average on time delivery rate over the last fiscal year.  
96%
5. Does your company agree to the following statement on shipping charges "*All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.*"?  Yes  No

If not please explain.

6. What is your company's return and restocking policy? Are there any applicable fees?  
Please provide a brief description and example. **Please see the attached Evaluation Questionnaire included in our response**
7. What is your company's history of meeting shipping and delivery timelines? **Please see the attached Evaluation Questionnaire**
8. Will your company be able to meet the one year warranty guarantee as stated on page 16 under pricing?  Yes  No

If not, please explain.

9. Did you provide your company's information regarding your customer service department as per APPENDIX F, Question 15?  Yes  No
10. What is your company's current invoicing process? *Please see the attached Evaluation Questionnaire Included in our response*
11. Did you indicate how your company will implement the contract as per APPENDIX F, Question 20?  Yes  No
12. Did you provide your Dun & Bradstreet number?  Yes  No
13. Did you provide information on your website and on-line ordering capacities as per APPENDIX F, Question 14?  Yes  No

**Qualification and Experience (20 points)**

1. What is your company's reputation in the marketplace? *Please see the attached Evaluation Questionnaire Included in our response*
2. What is the reputation of your products and/or services in the marketplace? *Please see the attached Evaluation Questionnaire*
3. Does your company have past experience with Region 4 ESC and/or TCPN members? If so, please list them and their contact information (Up to five). *Please see the attached Evaluation Questionnaire*
4. Did you list your key employees and their qualifications as per APPENDIX F, Question 6?  Yes  No
5. Did you provide the locations and sales persons who will work on the contract as per APPENDIX F, Question 6 & 7?  Yes  No
6. What past experience does your company have working in the government sector? *Please see Evaluation Questionnaire*
7. Did you provide information on working with cooperative purchasing programs as per APPENDIX F, Question 24?  Yes  No
8. Did you provide information on any litigation, bankruptcy, reorganization, etc. as per APPENDIX F, Question 16?  Yes  No
9. Did you submit at least 10 customer references relating to the products and services within this RFP, with an equal representation coming from K12, Higher Education and City/County/non-profits entities as per APPENDIX F?  yes  No
10. Did you list and submit all applicable MWBE, HUB, DVBE, small and disadvantaged business certifications that your company holds?  Yes  No
11. Did you list and submit all applicable M/WBE, HUB, DVBE, small and disadvantaged business and other diverse certifications that your company holds?  Yes  No

**Value Add (10 Points)**

1. Did you submit a marketing plan as per APPENDIX F, Question 17?  Yes  No
2. Did you provide a national sales training plan as per APPENDIX F, Question 21?  Yes  No

Exemplis Corporation  
6415 Katella Avenue  
Cypress, California  
90630

Region 4 ESC/TCPN RFP Solicitation Number 14-22; Furniture and Installation

## EVALUATION QUESTIONNAIRE

### Products/Pricing

4) Please explain how the TCPN Member would verify the contract price:

- Exemplis Corporation will provide ongoing training, contract summary sheets, and a dedicated TCPN web landing page. We will assign this contract a terms variance request (TVR) that states the discounting and terms. In order for a dealer to submit an order in behalf of a TCPN member, they are required to supply the unique TVR number.
- Dealers will supply the TCPN members with complete project specifications including full model number, product description, list price, contract discount and net price. The TCPN member may verify the list price, discount price, and net price independently by visiting the TCPN web landing page or reviewing our Price Guides online. The TCPN members may also call our Customer Support at 714-995-4800 for assistance.

### Performance Capability

2) What is the capability of your company to respond to emergency orders? Please explain what actions you would take:

- Exemplis Corporation prides itself on having the quickest lead times in the Industry- 2, 5 or 10 days ARO- thus positioning ourselves to be able to handle any emergency orders and get them out the door quickly.

6) What is your company's return and restocking policy? Are there any applicable fees? Please provide a brief description and example:

- Orders which have entered any stage of production cannot be cancelled. Requests for cancellation are not accepted until acknowledged by Exemplis Corporation. In the event cancellation is accepted by us, cancellation charges may be for the entire amount of the order. Returns are subject to a restocking charge equivalent to 40% of the net order amount plus freight. Authorization for return must be requested from and approved by us prior to the return of the merchandise. Unauthorized returns will not be accepted.



7) What is your company's history of meeting shipping and delivery timelines?:

- Exemplis Corporation is 96% in compliance with our shipping and delivery timelines.
  - Please note, on-time performance is calculated: ship day is considered as Day 0
- Delivery is made on or before the committed delivery date based on the Exemplis committed transit time; OR
- The freight is available for delivery on the last day of the committed transit window if an APPT or CBD is required for delivery
- Delays not factored into on-time metric:
  - Holidays
  - Weather delays
  - Consignee APPT & CBD requirements

10) What is your company's current invoicing process?:

- Invoices are generated and distributed upon shipment of the order. Invoices can be emailed, mailed or faxed.

**Qualification and Experience**

1) What is your company's reputation in the marketplace?:

- Since 1996 we've built a reputation for making well-designed, comfortable and affordable office seating. Our unique build-to-order manufacturing model allows us to create beautiful and reliable ergonomic chairs and ship them quickly.

2) What is the reputation of your products and/or services in the marketplace?:

- Quality
  - Exemplis corporation aims to exceed customer expectations by ensuring continuous improvement with diligent, disciplined effort
- Design

- Our in-house design team defies the notion that engineers are strictly analytical and designers only artistic. We forged a symbiotic relationship between the two domains, much like the human body and the ergonomic chair that supports it.
- Build-to-order
  - Exemplis Corporation designs and manufactures traditional, transitional and contemporary seating with a smart design process geared toward manufacturing efficiency. That means we can custom make your chair to your specifications at an affordable price.
  - Other manufacturers often charge extra for features we consider standard, including ballistic nylon backs, PVC arms, and Visco elastic memory foam.
  - We complement our extensive carded textile offering with a COM-friendly spec process.
- Speed
  - Exemplis Corporation's nimble size and lean manufacturing operation mean speed in sourcing, warehousing, assembly, and logistics that other manufacturers just can't match. This helps us cut lead time, sync orders to ship dates, avoid redundant and off-schedule shipments, making us the fastest in the industry.
- Service
  - Making sure the customer is perfectly served by our team is as important to us as making sure each chair is perfectly designed.
  - Real-time Relevance
    - We've built our award winning customer service department - like the rest of our business - to bring value to our customers.

3) Does your company have past experience with Region 4 ESC and/or TCPN Members? If so, please list them and their contact information (up to five):

- Exemplis Corporation current has a very active contract with TCPN since 2010 that allow us to provide products to TCPN members based off the discounts included in our contract.
- Contact Information:
  - Loudoun County
    - Contact name: Cheryl Middleton, Acting Division Manager

- Phone: 703-777-0403
- Email: [procurement@loudoun.gov](mailto:procurement@loudoun.gov)
  
- University of Kansas
  - Contact Name: Rechelle Wustefeld, Category Manager
    - Phone: 785-864-5800
    - Email: [purchasing@ku.edu](mailto:purchasing@ku.edu)
  
- Cal State University, Fullerton
  - Contact Name: Hector Muniz, Category Manager
    - Phone: 657-278-2411
    - Email: [Procurement@fullerton.edu](mailto:Procurement@fullerton.edu)
  
- Winchester Public Schools
  - Contact Name: Tim Ratliff, Facilities Director
    - Phone: 540-667-4253
    - Email: [ratliff.tim@wps.k12.va.us](mailto:ratliff.tim@wps.k12.va.us)
  
- Texas Tech University
  - Contact Name: Cathy Clifford, Manager of Purchasing
    - Phone: 806-742-3844
    - Email: [purchasing.contracting@ttu.edu](mailto:purchasing.contracting@ttu.edu)

6) What past experience does your company have working with the government sector?:

- Since Exemplis Corporation's inception in 1996 we have always looked at the government sector as a major vertical market to focus our attention. We have held our GSA schedule since 1998 and average anywhere from \$7 MM to \$11 MM annually. We also hold 24 State Contracts with annual sales averaging \$21 MM-\$26 MM. Our familiarity with contracts, compliance and risk management allow us to be good stewards of our contracts and be knowledgeable resource to help end users who are not office furniture subject matter experts.

**Appendix B:**  
**PRODUCT / SERVICES SPECIFICATIONS**

It is the intention of Region 4 ESC to establish an annual contract with highly qualified Vendor(s) for **Furniture and Installation** on a national basis. Vendor(s) shall, at the request of Region 4 ESC and/or TCPN members, provide these covered products and associated services under the terms of this RFP and the CONTRACT TERMS AND CONDITIONS.

The scope of this RFP shall include but not limited to the following categories. Respondents do not have to offer every category in order to be considered for award.

- Category A – Audio/Visual Furniture
- Category B – Cafeteria
- Category C – Casegoods
- Category D – Classroom & Library
- Category E - Dormitory
- Category F – Ergonomic Solutions
- Category G – Filing Storage
- Category H – Lounge/Reception
- Category I – Related Products and Support Services
- Category J – Science Lab
- Category K – Seating / Chairs
- Category L –Tables/Meeting Conference Room
- Category M – Technology Support Furniture
- Category N - Workstation

Respondents are strongly encouraged to submit their entire catalogue and turn-key solutions within the scope of this RFP. Region 4 ESC reserves the right to reject parts of offerings that it deems to fall outside the scope of the RFP.

Respondents shall be able to offer Region 4 and TCPN members the best options available to meet their needs and shall be familiar with the resources available to provide the product/services at the best possible cost.

Unless otherwise specified, any manufacturers' names, trade names, brand names, information or catalogue numbers listed in a specification are descriptive, not restrictive. With the Customer's prior approval, the Vendor(s) may provide any product that meets or exceeds the applicable specifications. The Vendor(s) shall demonstrate comparability to the Customer's satisfaction. The Customer will decide at their sole discretion whether a product is acceptable as an equivalent.

The Respondent warrants that all products under this Contract shall be covered by the industry standard or better warranty. All products and equipment should carry a minimum industry standard manufacturer's warranty that includes materials and labor. The Respondent has the primary responsibility to submit product specific warranty as required and accepted by industry standards.

Respondents shall provide a clear and detailed description of shipping and delivery terms if different than that described in Article 7; 7.1

### **Dealers/Resellers**

If Respondent is a dealer or re-seller a Manufacturer's Dealer Certificate (Exhibit A) verifying their authorization to offer product line must be included in their response. Failure to include may result in a non-award.

### **Manufacturers - Please see the attached Authorized Dealer List Spreadsheet included in our response**

A complete list of authorized dealers/resellers must be included in your proposal. Failure to include may result in a non-award. It shall be the responsibility of the manufacturer to ensure this list is current and to advise Region 4/TCPN of any additions and/or deletions to this list.

### **Product/Price Updates**

New products/services may be added during the term of the contract upon written request providing it is within the original scope of this RFP. All requests are subject to review and approval by Region 4 ESC and/or TCPN. At no time is the Supplier allowed to unilaterally change products or pricing.

Successful bidder shall be responsible for notifying TCPN of all obsolete and discontinued products in writing and in a timely manner.

### **Returns**

The vendor will honor all standard return policies. No restocking fees may be charged to Region 4 or TCPN members if an item is returned due to damage, incorrect product shipped or Vendor customer service order entry error. Restocking fees for all other reasons shall be capped at 10% of the value of the items that require restocking.

**EXHIBIT A**

**DEALERS CERTIFICATE**

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\***MANUFACTURER'S DEALER CERTIFICATE**\*\*\*\*\*

This Certifies that: \_\_\_\_\_ is a valid Reseller in

*(Bidder's Name)*

good standing of: \_\_\_\_\_.

*(Manufacturer/Brand Name)*

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public Signature \_\_\_\_\_ State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

SEAL

## Exemplis Corporation Authorized Dealer List for Regional 4 ESC/TCPN RFP Solicitation Number 14-22

Dealer Name	Dealer City	Dealer State	Dealer Zip Code (First 3 Numbers)
ABLES LAND INC	TYLER	TX	757
NFL OFFICEWORKS	SMYRNA	GA	300
ADVANTAGE OFFICE SOLUTIONS	VILLA RICA	GA	301
AFD CONTRACT FURNITURE INC.	NEW YORK	NY	100
AFFORDABLE OFFICE FURNITURE INC	CHERRY HILL	NJ	080
AFFORDABLE OFFICE INTERIORS-IL (AKA: AOI)	CAROL STREAM	IL	601
INNERSPACE ARCHITECTURAL INTERIORS	BIRMINGHAM	AL	352
ALL BUSINESS SYSTEMS & DESIGN	CHANTILLY	VA	201
ALLSTATE OFFICE INTERIORS	HAMILTON	NJ	086
ALPHA OFFICE SUPPLIES INC	BALA CYNWYD	PA	190
AMERICAN INTERIORS INC	TOLEDO	OH	436
AMERICAN OFFICE EQUIPMENT CO INC	BALTIMORE	MD	212
ANDERSON INTERIORS - PA	OAKMONT	PA	151
APPLIED ERGONOMICS-JKM DESIGNS	LINCOLNWOOD	IL	607
ARBEE ASSOCIATES MD	GAITHERSBURG	MD	208
ARBEE ASSOCIATES-NJ	PASCATAWAY	NJ	088
AI CORPORATE INTERIORS	BIRMINGHAM	AL	352
ARCTIC OFFICE PRODUCTS INC	ANCHORAGE	AK	995
ARENSON OFFICE FURNISHINGS INC	NEW YORK	NY	100
ASHLAND OFFICE SUPPLY, INC.	ASHLAND	KY	411
ASSOCIATES PURCHASING	LOS ANGELES	CA	900
ATD-AMERICAN CO.	WYNCOTE	PA	190
ATLANTIC CORPORATE INTERIORS	BELTSVILLE	MD	207
AUSTIN BUSINESS FURNITURE	AUSTIN	TX	787
AVR FILING & STORAGE SYS	CHANTILLY	VA	201
BA DESIGNS, LLC	TOPEKA	KS	666
WORKSPACE DEVELOPMENT LLC	SEATTLE	WA	981
BARCLAY DEAN INTERIORS	BELLEVUE	WA	980
BAREFIELD & CO	JACKSON	MS	392
BAUHAUS INTERIORS GROUP	DALLAS	TX	752
BAUMAN OFFICE EQUIPMENT INC	BEAVER FALLS	PA	150
BBE OFFICE INTERIORS	PITTSFIELD	MA	012
BEAUX ARTS INSTALLATIONS GROUP INC	TAMPA	FL	336
BECK TOTAL OFFICE INTERIORS	TEMPE	AZ	852
BEE CAVE CONTRACT INC	AUSTIN	TX	787
BFI INC	ELIZABETH	NJ	072
BIALEK HEALTHCARE ENVIRONMENTS	ROCKVILLE	MD	208
CONTRAK LLC	CLAYTON	NC	275
B-K OFFICE SUPPLY, INC.	WINCHESTER	VA	226
BKM TOTAL OFFICE	E HARTFORD	CT	061
BKM OFFICE ENVIRONMENTS	VENTURA	CA	930
BKM TOTAL OFFICE OF TX-DALLAS	DALLAS	TX	752
HUSTONS COMMERCIAL INTERIORS AND OFFICE SU	STUART	FL	349
BLUE RIDGE OFFICE PRODUCTS	FRANKFORT	KY	406
BRADLEY BUSINESS INTERIORS INC	HUTCHINSON	KS	675
BRENNER DESIGN INC	INDIANAPOLIS	IN	462
BROUSSARD GROUP	SAN ANTONIO	TX	782
BUCKOS INC	SARASOTA	FL	342
BUILDING SERVICE INC	WAUKESHA	WI	531
BURGESS AND COMPANY	BIRMINGHAM	AL	352

BUSINESS ENVIRONMENTS-IN	EVANSVILLE	IN	477
BUSINESS FURNITURE CORP.	INDIANAPOLIS	IN	462
BUSINESS INTERIORS NORTHWEST	TACOMA	WA	984
BUSINESS INTERIORS INC - AL	BIRMINGHAM	AL	352
BUSINESS INTERIORS (FACILITECH)	IRVING	TX	750
BUSINESS OFFICE INTERIORS-IL	LISLE	IL	605
BUSINESS OFFICE OUTFITTERS	SAN DIEGO	CA	921
VANGARD CONCEPT OFFICES	SAN JOSE	CA	951
CCG HOWELLS	SALT LAKE CITY	UT	841
CORPORATE INTERIOR SYSTEMS	PHOENIX	AZ	850
PIVOT INTERIORS INC	SAN JOSE	CA	951
CJ ALEXANDER SYSTEMS	CRYSTAL	MN	554
CAL BENNETTS	VISALIA	CA	932
CARANGELO COMMERCIAL INTERIORS	OLD SAYBROOK	CT	064
CARITHERS WALLACE COURTENAY	ATLANTA	GA	303
CENTRAL BUSINESS SUPPLY, INC.	BROOKINGS	SD	570
CHL BUSINESS INTERIORS	WASHINGTON	DC	200
CHOICES NORTHWEST INC	TUKWILA	WA	981
CHRISTIANSONS BUSINESS FURN	FARGO	ND	581
COLONIAL BUSINESS SYSTEMS INC.	EAST ROCHESTER	NY	144
COLUMBIA COMM INTERIORS INC	LISBON	MD	217
COMMERCIAL OFFICE ENVIRONMENTS	INDIANAPOLIS	IN	462
COMPLETE OFFICE SUPPLY	INDIANAPOLIS	IN	462
CONCEPTS OFFICE FURNISHING INC	SADDLE BROOK	NJ	076
CONTEMPORARY GALLERIES	CHARLESTON	WV	253
CONTRACT FURNITURE OPTIONS	POTOMAC	MD	208
CONTRACT FURNITURE SOURCE	TOPEKA	KS	666
CONTRACT INTERIOR SERVICES	ANNAPOLIS	MD	214
CONTRACT OFFICE FURNISHINGS	WINSTON-SALEM	NC	271
CONTRACT OFFICE GROUP	SAN JOSE	CA	951
CONTRACT OFFICE MARKETING-REP	MINNEAPOLIS	MN	554
CONTRACT RESOURCE GROUP INC	SPOKANE	WA	992
CONTRACT RESOURCE INC	RIVERWOODS	IL	600
CONTRACT SEATING	HOUSTON	TX	770
CONTRACT SOURCE GROUP-REP	BLOOMFIELD HILLS	MI	483
CONTRACT SOURCES-REP	BOSTON	MA	022
COPELIN'S OFFICE CENTER INC.	NORMAN	OK	730
COPENHAGEN IMPORTS INC-PHOENIX	PHOENIX	AZ	850
CORPORATE BUSINESS INTERIORS	NEWPORT BEACH	CA	926
CORPORATE CONCEPTS INC	LOMBARD	IL	601
CORPORATE DESIGN INC.	EVANSVILLE	IN	477
CORPORATE ENVIRONMENTS	BETHLEHEM	PA	180
CORPORATE ENVIRONMENTS INC	DOWNERS GROVE	IL	605
CORPORATE FACILITIES	PHILADELPHIA	PA	191
CORPORATE INTERIORS INC	ST PETERSBURG	FL	337
CORPORATE OFFICE FURNITURE	RONKONKOMA	NY	117
CREATIVE BUSINESS INTERIORS	RALEIGH	NC	276
CREATIVE OFFICE ENVIRONMENTS	RICHMOND	VA	230
CREATIVE OFFICE PAVILION-MA	BOSTON	MA	022
CREATIVE OFFICE PAVILION-ME	PORTLAND	ME	041
CREATIVE OFFICE PAVILION-RI	PROVIDENCE	RI	029
CREST OFFICE FURNITURE	BURBANK	CA	915
CULVER-NEWLIN INC	CORONA	CA	928
BAHFED CORP	PORTLAND	OR	972
DANCKER SELLEW & DOUGLAS DS&D	SOMERVILLE	NJ	088



DAVIES OFFICE REFURBISHING INC	ALBANY	NY	122
TARGET COMMERCIAL INTERIORS	MINNEAPOLIS	MN	554
DEKALB OFFICE ENVIRONMENTS	ALPHARETTA	GA	300
DESIGN BUILD CONCEPTS	NORCROSS	GA	300
DESIGN ENVIRONS CORPORATION	CHARLOTTESVILLE	VA	229
DESIGNED BUSINESS INTERIORS OF TOPEKA, INC.	TOPEKA	KS	666
DESIGNS FOR HEALTHCARE	PORT EWEN	NY	124
DESKS INC. OF UTAH	SALT LAKE CITY	UT	841
DURST OFFICE DESIGN INC	STOCKTON	CA	952
DYNAMIC BUSINESS INTERIORS-VA	ARLINGTON	VA	222
EDMARCO INC	TEMPE	AZ	852
EOI INC	LEWIS CENTER	OH	430
EXECUTIVE OFFICE FURNITURE INC	TALLAHASSEE	FL	323
FACILITEC-MO	SAINT LOUIS	MO	631
FACILITY DESIGNS	FRESNO	CA	937
FACILITY MATRIX GROUP	PONTIAC	MI	483
FEIGUS OFFICE FURNITURE	WALL	NJ	077
FENTON OFFICE SUPPLY CO	STILLWATER	OK	740
FURNITURE SYSTEMS & CUBICLES	HOUSTON	TX	770
FLORIDA BUSINESS INTERIORS	LAKE MARY	FL	327
FLORIDA OFFICE INTERIORS	JACKSONVILLE	FL	322
FOCAL POINT INTERIORS, INC.	FT MYERS	FL	339
FRANKLIN INTERIORS INC	PITTSBURGH	PA	152
FROMARK INC	NEW YORK	NY	100
FURNITURE CONSULTANTS INC	NEW YORK	NY	100
FURNITURE CONSULTANTS INC.-TX	DALLAS	TX	752
FURNITURE MARKETING GRP	PLANO	TX	750
GTK COMPANY	BROOKLYN	NY	112
GA BLANCO AND SONS INC	GREAT BARRINGTON	MA	012
GENERAL OFFICE INTERIORS	UNION	NJ	070
GENERAL OFFICE PRODUCTS CO	MINNEAPOLIS	MN	554
GIVE SOMETHING BACK INC	OAKLAND	CA	946
GOODMANS INC	PHOENIX	AZ	850
RED THREAD SPACES LLC	BOSTON	MA	022
HARRIS OFFICE FURNITURE CO INC	ROANOKE	VA	240
HARRIS OFFICE INTERIORS	YAKIMA	WA	989
HENRICKSEN & COMPANY INC	ITASCA	IL	601
HENRIKSEN BUTLER DESIGN GROUP INC- UTAH		UT	841
HOLMES RIDDELL OFFICE CONCEPTS	OKLAHOMA CITY	OK	731
HOUSE ACCOMMODATION	CYPRESS	CA	906
HUGHES RANKIN COMPANY INC	HIGH POINT	NC	272
IN2CHANGE INC	PALO ALTO	CA	943
INDOFF INC	ST LOUIS	MO	631
INLINE DESIGNS	CHICAGO	IL	606
INNOVATIVE BUSINESS FURNITURE INC	SPRINGDALE	AR	727
INSIDE SOURCE INC	SAN CARLOS	CA	940
INSTITUTIONAL INTERIORS INC	RALEIGH	NC	276
INTELLIGENT INTERIORS INC	ADDISON	TX	750
INTERFORM	SAN RAMON	CA	945
INTERIOR CONCEPTS	SPRING LAKE	MI	494
INTERIOR DESIGN SERVICES INC	ALPHARETTA	GA	300
INTERIOR SOLUTIONS	SALT LAKE CITY	UT	841
INTERIOR SYSTEMS INC	WEST END	NC	273
INTERIORS UNLIMITED	ST LOUIS	MO	631
J M A COMMERCIAL INTERIORS	CHARLOTTE	NC	282

J & H OFFICE EQUIPMENT	BOZEMAN	MT	597
JC WHITE OFFICE FURNITURE	MIRAMAR	FL	330
JEANNETTA DESIGN ASSOCIATES INC	BUFORD	GA	305
JLM OFFICE INNOVATORS INC	HAMPTON FALLS	NH	038
JOHN A MARSHALL COMPANY	LENEXA	KS	662
JORDY CARTER INC	DENVER	CO	802
JPA	BOSTON	MA	022
KATHY HELM AND ASSOCIATES INC	LOUISVILLE	KY	402
KAVANAUGHS OFFICE CITY	SPRINGFIELD	OH	455
KAYHAN INTERNATIONAL LIMITED	SCHAUMBURG	IL	601
KBM/WORKSPACE	SAN JOSE	CA	951
KEENEYS OFFICE PLUS	REDMOND	WA	980
MIRACLE ON MAIN STREET	KENT	OH	442
KEY OFFICE INTERIORS INC	BOSTON	MA	022
KMA & ASSOC.-PA	PITTSBURGH	PA	152
KOCH BROTHERS	DES MOINES	IA	503
L F I LESLIE FOSSLER INTERIORS	AUSTIN	TX	787
LAFAYETTE OFFICE SUPPLY	LAFAYETTE	IN	479
LANE OFFICE FURNITURE INC	NEW YORK	NY	100
LEE COMPANY INC	TERRE HAUTE	IN	478
LEXINGTON GROUP INC	WEST SPRINGFIELD	MA	010
LINDSEY OFFICE FURNISHINGS	BIRMINGHAM	AL	352
LINNETT & CO.	FREEHOLD	NJ	077
MICHAEL F LUTHER & ASSOCIATES	HIGH POINT	NC	272
M HANSON AND COMPANY INC	FT LAUDERDALE	FL	333
M3 LLC	SOUTH PASADENA	CA	910
MACHABEE OFFICE ENVIRONMENTS	SPARKS	NV	894
MAHLA OFFICE FURNITURE	PITTSBURGH	PA	152
MCCARTNEYS INC	ALTOONA	PA	166
MCMILLAN BUSINESS INTERIORS	GROSSE POINTE FARMS	MI	482
MCNERNEY & SON INC	NORTHWOOD	OH	436
MERCHANTS OFFICE FURNITURE	DENVER	CO	802
MG WEST FACILITIES SERVICES	SAN FRANCISCO	CA	941
MIDCITY OFFICE EQUIPMENT	BUFFALO	NY	142
MIDWEST OFFICE INTERIORS	WOODRIDGE	IL	605
MILLERS OFFICE FURNITURE AND STEEL	ANNISTON	AL	362
MILLERS OFFICE PRODUCTS	NEWINGTON	VA	221
MILLINGTON LOCKWOOD INC	BUFFALO	NY	142
MODERN BUSINESS EQUIPMENT INC	AUGUSTA	GA	309
RESPONSE MARKETING INC	EDEN PRAIRIE	MN	553
MT LEBANON OFFICE EQUIP INC	PITTSBURGH	PA	152
NASHVILLE OFFICE INTERIORS	NASHVILLE	TN	372
NATIONAL BUSINESS FURNITURE-CA	LOS ANGELES	CA	900
NATIONAL OFFICE SERVICES INC	CLEVELAND	OH	441
NAVRATS INC	EMPORIA	KS	668
NEW RIVER OFFICE SUPPLY INC	BLACKSBURG	VA	240
NORTHEAST BUSINESS INTERIORS	MASSILLON	OH	446
POD OFFICE	SAN FRANCISCO	CA	941
OFFICE CONCEPTS & FURNITURE DESIGN	GAINESVILLE	FL	326
OFFICE COORDINATORS INC	CHATTANOOGA	TN	374
OFFICE DEPOT	EL PASO	TX	799
OFFICE ENVIRONMENTS INTERNATIONAL (VA)	ARLINGTON	VA	222
OFFICE ENVIRONMENTS - NC	ASHEVILLE	NC	288
OFFICE EQUIPMENT CO (MT)	HAVRE	MT	595
BLUEFIN DESIGN GROUP AKA UTAH OFFICE SUPPLY	OREM	UT	840

OFFICE EXPRESS	HOWELL	MI	488
OFFICE FURNITURE CONCEPTS	LAS VEGAS	NV	891
OFFICE FURNITURE EXPO	DORAVILLE	GA	303
OFFICE FURNITURE GROUP	IRVINE	CA	926
OFFICE FURNITURE INC (OFI)	NEWINGTON	CT	061
OFFICE FURNITURE OUTLET - CA	SAN DIEGO	CA	921
DOF	BELLEVUE	WA	980
OFFICE INTERIORS & DESIGN	LINCOLN	NE	685
OFFICE RESOURCES	BOSTON	MA	022
OFFICESOURCE LTD	SAN ANTONIO	TX	782
OFFICE WORKS LLC - TN	KNOXVILLE	TN	379
OFFICE IMAGES INC GA	ROSWELL	GA	300
OFFICES LIMITED INC	NEW YORK	NY	100
FACILISPACE	BARRINGTON	IL	600
ONE WORKPLACE L FERRARI	SANTA CLARA	CA	950
ONLINE COMPUTER PRODUCTS	VOORHEESVILLE	NY	121
WORKPLACE RESOURCE LLC (AUSTIN)	AUSTIN	TX	787
MBI-SEATTLE	SEATTLE	WA	981
CONTINENTAL OFFICE ENVIRONMENT	HOMESTEAD	PA	151
OFFICEWORKS INC - INDIANAPOLIS	FISHERS	IN	460
WORKPLACE RESOURCE GROUP	CARROLLTON	TX	750
WORKPLACE RESOURCE- COLORADO	DENVER	CO	802
OTOOLE OFFICE SUPPLY CO	DUBUQUE	IA	520
PARTNERS IN PLANNING	ALEXANDRIA	VA	223
PBI INC (MARYLAND)	ANNAPOLIS	MD	214
PEAR COMMERCIAL INTERIORS	DENVER	CO	802
PERDUE OFFICE INTERIORS	JACKSONVILLE	FL	322
PIEDMONT OFFICE SUPPLIERS INC	AURORA	CO	800
PIGOTT INC - DES MOINES	DES MOINES	IA	503
PIONEER CONTRACT SERVICES, INC	HOUSTON	TX	770
PRICE MODERN LLC	BALTIMORE	MD	212
PVI BUSINESS PRODUCTS	FREDERICK	MD	217
PW CAMPBELL	PITTSBURGH	PA	152
RANGE OFFICE SUPPLY & EQUIPMNT	VIRGINIA	MN	557
REID-COOPER ASSOCIATES	DALLAS	TX	752
RESOURCE & DESIGN INC	SAN FRANCISCO	CA	941
RESOURCE ONE	RICHMOND	VA	232
RESTON BUSINESS INTERIORS	MYRTLE BEACH	SC	295
ROI OFFICE INTERIORS	ROME	NY	134
ROCKFORD BUSINESS INTERIORS	AUSTIN	TX	787
ROY V LEONARD CO INC	WEYMOUTH	MA	021
ROYER & SCHUTTS COMM'L INT.	FORT WORTH	TX	761
RUDOLPHS OFFICE & COMPUTER SUPPLY	BALTIMORE	MD	212
STANDARD COMMERCIAL INT (SCI)	ALBANY	NY	122
S ROSE INC	CLEVELAND	OH	441
S STEIN LLC	CHICAGO	IL	606
SAM CLAR OFFICE FURNITURE	CONCORD	CA	945
SAXTON, INC.	CEDAR RAPIDS	IA	524
SCHOOL SPECIALTY	APPLETON	WI	549
SCOTT RICE WORKSPACE SOLUTIONS	OKLAHOMA CITY	OK	731
SEAL FURNITURE & SYSTEMS	SAN DIEGO	CA	921
SEBREE & ASSOCIATES INC	BALTIMORE	MD	212
SHARON WALLENBERG & ASSOCIATES	HOLIDAY	FL	346
SHEEHANS OFFICE INTERIORS	PORTSMOUTH	RI	028
SIDEMARK CORPORATE FURNITURE	SANTA CLARA	CA	950

SIERRA OFFICE SYSTEMS & PROD	SACRAMENTO	CA	958
SIMMONS OFFICE INTERIORS	GREENSBORO	NC	274
SKB PROCUREMENTS INC	WASHINGTON	DC	200
PATTERSON POPE INC	NORCROSS	GA	300
SOUTHWEST BUSINESS PRODUCTS INC	PONCA CITY	OK	746
SPECIALIZED MARKETING LTD	ANNAPOLIS	MD	214
SPELLMAN BRADY & CO	ST LOUIS	MO	631
OFFICE ENVIRONMENTS INC	BIRMINGHAM	AL	352
STORR OFFICE ENVIRONMENTS	RALEIGH	NC	276
SUPERIOR OFFICE FURNITURE INC	SYRACUSE	NY	132
SURPLUS OFFICE SUPPLIES, INC.	ST PAUL	MN	551
SYSTEMS FURNITURE, INC.	DE PERE	WI	541
SYSTEMS SOURCE, INC.	IRVINE	CA	926
TANGRAM LLC	SANTA FE SPRINGS	CA	906
TEAMMATES COMMERCIAL INTERIORS	LAKEWOOD	CO	802
CUSTOMS & BORDER PROTECTION	DETROIT	MI	482
ATLANTIC GROUP FPPM INC, THE	NEW YORK	NY	100
COFCO OFFICE FURNISHINGS	PHILADELPHIA	PA	191
THE CORNER OFFICE	SAN RAFAEL	CA	949
CUYAHOGA COMPANIES INC	CLEVELAND	OH	441
DESK DEALER INC	SALEM	OR	973
THE FURNITURE NETWORK, INC.	CHARLOTTE	NC	282
INTERIORS FOR SENIOR LIVNG	CLEVELAND	OH	441
SHERIDAN GROUP, THE	LOS ANGELES	CA	900
THE SUPPLY ROOM COMPANIES	ASHLAND	VA	230
WEEKS LERMAN GROUP LLC, THE	MASPETH	NY	113
TOBRON OFFICE FURNITURE CORP.	NEW YORK	NY	100
TODAYS HOME INC.	PITTSBURGH	PA	152
TOM LAWLERS INC.	JACKSON	TN	383
TOTAL OFFICE CONCEPTS INC	WALLA WALLA	WA	993
TRIADS BUSINESS PRODUCTS INC	ROLLA	MO	654
VARIETY OFFICE PRODUCTS, INC.	EAU CLAIRE	WI	547
VATERS OFFICE FURNITURE	OKLAHOMA CITY	OK	731
VILLA PARK OFFICE EQUIPMENT	VILLA PARK	IL	601
VITECH FURNITURE SOLUTIONS INC	MOUNT AIRY	MD	217
W S GOFF COMPANY INC	MAYS LANDING	NJ	083
WALDNER'S BUSINESS ENVIRONMENTS INC	FARMINGDALE	NY	117
WARDENS 1721	MODESTO	CA	953
WASHINGTON GROUP SOLUTIONS INC	FALLS CHURCH	VA	220
WASHINGTON WORKPLACE	ARLINGTON	VA	222
WB WOOD NY	BASKING RIDGE	NJ	079
WEATHERALLS INC	TUPELO	MS	388
WESTERN CONTRACT FURNISHERS	RANCHO CORDOVA	CA	957
WESTERN CONTRACT INTERIORS	SAN JOSE	CA	951
WESTERN OFFICE INTERIORS	LOS ANGELES	CA	900
PIVOT INTERIORS INC	LA MIRADA	CA	906
WORKPLACE RESOURCE	JACKSONVILLE	FL	322
WILSON OFFICE INTERIORS	DALLAS	TX	752
WORKCENTER SOLUTIONS INC	BRIDGEVILLE	PA	150
WORKING ENVIRONMENTS INC	LAWRENCEBURG	IN	470
WORKING SPACES PACIFIC INC	BELLEVUE	WA	980
ISPACE FURNITURE INC	MINNEAPOLIS	MN	554
INTERIOR INVESTMENTS LLC I4	ST LOUIS	MO	631
WORKPLACE SOLUTIONS INC	DALLAS	TX	752
WORKPLACE SOLUTIONS, LLC	ANAHEIM	CA	928

WORKSCAPE INC -PA	PITTSBURGH	PA	152
WORKSCAPES INC	ORLANDO	FL	328
OM WORKSPACE - IL	OTTAWA	IL	613
WRIGHT OFFICE FURNITURE INC	PITTSBURGH	PA	152
WULBERN KOVAL CO INC	CHARLESTON	SC	294
ARROW OFFICE EQUIPMENT	BOULDER	CO	803
SIGNATURE RESOURCE GROUP, INC	WINSTON-SALEM	NC	271
TAB OFFICE ENVIRONMENT	KNOXVILLE	TN	379
CORPORATE SOURCE	DENVER	CO	802
THE OFFICE CITY	REDWOOD CITY	CA	940
OFFICE ENVIRONMENT SPECIAL INC	STILLWATER	MN	550
GROOMS OFFICE SYSTEMS INC	SPRINGFIELD	MO	658
SIFFORD CONTRACT INTERIORS	SPRINGFIELD	MO	658
CREATIVE OFFICE INTERIORS	HARTFORD	CT	061
KING BUSINESS INTERIORS INC	COLUMBUS	OH	432
OVERTON & ASSOC LLC	WESTMINSTER	MD	211
RIEKE OFFICE INTERIORS	ELGIN	IL	601
SMITH CFI	PORTLAND	OR	972
COMMERCIAL OFFICE INTERIORS	SEATTLE	WA	981
JAL ASSOCIATES INC	PHILADELPHIA	PA	191
BUSINESS FURNITURE SOLUTIONS	WICHITA	KS	672
THIEMANN OFFICE PRODUCTS INV	TERRE HAUTE	IN	478
CONTRACT MERCHANDISING SPECIALST	LENEXA	KS	662
UNITED CORPORATE FURNISHINGS	SACRAMENTO	CA	958
OFFICEMAX	OTTAWA	IL	613
BUSINESS ENVIRONMENTS	ATLANTA	GA	303
MASON INC	SAVANNAH	GA	314
ROBERTS OFFICE FURNITURE CONCEPTS	LIVERPOOL	NY	130
MEADOWS OFFICE FURNITURE CO	NEW YORK	NY	100
FURNITURE MARKETING GROUP	AUSTIN	TX	787
WORKING SPACES INC	ST LOUIS	MO	631
CREATIVE BUSINESS INTERIORS INC	MILWAUKEE	WI	532
OFFICE FURNITURE WAREHOUSE INC	POMPANO BEACH	FL	330
OFFICE INTERIORS & SUPPLIES	EVERETT	WA	982
ROWLAND BUSINESS INTERIORS	PLEASANT VIEW	TN	371
B & B FURNITURE GROUP, INC.	RAHWAY	NJ	070
AJ GRACK BUSINESS INTERIORS	ERIE	PA	165
CORPORATE ENVIRONMENTS-GA.	ATLANTA	GA	303
EASLEY & RIVERS INC	MONROEVILLE	PA	151
CARDINAL OFFICE SYSTEMS, INC.	NICHOLASVILLE	KY	403
COMMERCIAL FURNITURE INTERIORS	MOUNTAINSIDE	NJ	070
SYNERGY BUSINESS ENVIRONMENT	NASHVILLE	TN	372
STOCKS, INC.	CHAMPAIGN	IL	618
MUNSON BUSINESS INTERIORS INC	LOUISVILLE	KY	402
DEBNER & COMPANY	HOUSTON	TX	770
JOHN WATTS ASSOCIATES	EAST HARTFORD	CT	061
DIRECT OFFICE FURNITURE INC.	ROCKVILLE	MD	208
CONTRACT RESOURCE GROUP	HOUSTON	TX	770
APG OFFICE FURNISHINGS	CINCINNATI	OH	452
NATIONAL OFFICE SYSTEMS	SAVANNAH	GA	314
OEC BUSINESS INTERIORS	ELMHURST	IL	601
OFFICE GALLERY INTERNATIONAL	NORWOOD	MA	020
THOMAS INTERIOR SYSTEMS	BLOOMINGDALE	IL	601
CORPORATE DESIGN CHOICE INC.	MIAMI	FL	331
OFFICE INTERIORS INC	GRANGER	IN	465

MILES TREASTER & ASSOCIATES	WEST SACRAMENTO	CA	956
SIERRA SCHOOL EQUIPMENT CO	BAKERSFIELD	CA	933
INTERIOR INVESTMENTS LLC	MADISON	WI	537
SYSTEMS DESIGN, INC.	LEXINGTON	KY	405
TOWN OF WOODSTOCK	WOODSTOCK	VA	226
WORKSPACE RESOURCES INC	LAFAYETTE	CA	945
ALFRED WILLIAMS AND COMPANY	CHARLOTTE	NC	282
SPACES, INC.	EDMOND	OK	730
JONES GROUP INTERIORS INC	AKRON	OH	443
MODERN ENVIRONMENTS INC	VIRGINIA BEACH	VA	234
WORKSPACE RESOURCE INC	TULSA	OK	741
DESIGN INTEGRITY, INC.	SARASOTA	FL	342
INTERIOR MOTIONS	EMERYVILLE	CA	946
GULF COAST OFFICE PRODUCTS LLP	PENSACOLA	FL	325
EMPIRE OFFICE EQUIPMENT	NEW YORK	NY	100
WORKSPACE DYNAMICS	ALBUQUERQUE	NM	871
EVENSONBEST LLC	NEW YORK	NY	100
GSI OFFICE ENVIRONMENTS	ATLANTA	GA	303
INTERIOR DESIGN ASSOCIATES INC	COLUMBIA	MO	652
LOTH MBI INC	CINCINNATI	OH	452
INTERIORS FOR BUSINESS	BATAVIA	IL	605
BRENNANS OFFICE INTERIORS INC	NEW CASTLE	DE	197
OFFICE FURNITURE & DESIGN CONCEPTS	FORT MYERS	FL	339
FORMS AND SUPPLY INC	CHARLOTTE	NC	282
WILEY OFFICE FURNITURE	SPRINGFIELD	IL	627
CHUCKALS INC	TACOMA	WA	984
SUPPLY POST	CINCINNATI	OH	452
AMERISYS INC	CHANTILLY	VA	201
EFFECTIVE OFFICE ENVIRONMENTS	CINCINNATI	OH	452
OFFICE XPRESS SUPPLY INC	HIALEAH	FL	330
CLUBHOUSE INTERIORS INC	PONTE VEDRA	FL	320
SEDGWICK BUSINESS INTERIOR	ROCHESTER	NY	146
CREATIVE OFFICE, THE	OLYMPIA	WA	985
OFFICE VALUE	SALT LAKE CITY	UT	841
GATEWAY PRINTING & OFFICE SUPPLY	AN ANTONIO	TX	782
LIBRARY DESIGN ASSOCIATES INC	PLYMOUTH	MI	481
SCHWERDT CONTRACT INTERIORS	TOPEKA	KS	666
WJ OFFICE CITY	BOONE	NC	286
CONTRAX FURNISHINGS	GAINESVILLE	FL	326
FROST BARBER INC	BATON ROUGE	LA	708
HOLMES & BRAKEL	TAMPA	FL	336
OFFICE FURNITURE SOURCE	CINCINNATI	OH	452
WEST MICHIGAN OFFICE INTERIORS	HOLLAND	MI	494
OFFICE ENVIRONMENTS & SERVICES	JACKSONVILLE	FL	322
BLUE GRASS AIRPORT	LEXINGTON	KY	405
ELEMENTS IV INTERIORS	DAYTON	OH	454
GLOVER EQUIPMENT INC	COCKEYSVILLE	MD	210
SEA GATE INTERIORS	HOLLAND	OH	435
WORKPLACE RESOURCE-OK CITY	OKLAHOMA CITY	OK	731
SALEM OFFICE PRODUCTS	DAYTON	OH	454
WAREHOUSE DIRECT	DES PLAINES	IL	600
NEWTOWN OFFICE SUPPLY	NEWTOWN	PA	189
BAKER STREET OFFICE FURNISHINGS	FORT WAYNE	IN	468
SPENCER COMPANY, THE	DALLAS	TX	752
HOGUE AND ASSOCIATES INC	SAN FRANCISCO	CA	941

FORBES OFFICE EQUIPMENT	NEWTON	IA	502
WORKSQUARED LLC	NOVI	MI	483
OFFICESCAPES	DENVER	CO	802
PBI	ASHEVILLE	NC	288
CONTE OFFICE INTERIORS	GREENFIELD	MA	013
DESIGN CONCEPTS UNLIMITED	SPENCER	IA	513
TAP OFFICE FURNITURE CO.	BOLINGBROKE	GA	310
TOTAL OFFICE SOLUTIONS	JACKSONVILLE	FL	322
FRIENDS SERVICE CO INC	FINDLAY	OH	458
TUCSON BUSINESS INTERIORS (FACILITEC)	TUCSON	AZ	857
MAGNUM INDUSTRIES LLC	GLASTONBURY	CT	060
FORRER BUSINESS INTERIORS	MILWAUKEE	WI	532
OFFICE FURNITURE SOLUTIONS	GULFPORT	MS	395
CAROLINA BUSINESS INTERIORS	CHARLOTTE	NC	282
DESIGN FOR BUSINESS INTERIORS	WASHINGTON	DC	200
EVERYBODY'S INC.	DAYTON	OH	454
THOMAS CONTRACT FURNITURE INC	DALLAS	TX	752
SUPPLIES EXPRESS, INC.	CENTREVILLE	VA	201
YOUNG OFFICE ENVIRONMENTS	GREENVILLE	SC	296
TRANSACT	PHOENIX	AZ	850
INTERIOR CONTRACT SERVICE	ORLANDO	FL	328
SAMCO BUSINESS PRODUCTS	JEFFERSON CITY	MO	651
DESIGN TECH	SACRAMENTO	CA	958
SENETICS	HONOLULU	HI	968
TOTAL OFFICE INC	BOSTON	MA	022
HUMMELS OFFICE EQUIPMENT	HERKIMER	NY	133
GM BUSINESS INTERIORS	RIVERSIDE	CA	925
TRI COUNTY OFFICE FURNITURE	SANTA BARBARA	CA	931
JULES SELTZER AND ASSOCIATES INC	LOS ANGELES	CA	900
CONTINENTAL OFFICE ENVIRONMENTS	COLUMBUS	OH	432
NORTHERN INTERIORS INC	REDDING	CA	960
BROWN & SAENGER INC	SIOUX FALLS	SD	571
DESIGN MANAGEMENT ASSOCIATES INC	KENNESAW	GA	301
AOI FURNITURE SERVICES	OMAHA	NE	681
OFFICE CONCEPTS LTD	WATERLOO	IA	507
I D & A INC	LOUISVILLE	KY	402
INTERIOR SERVICES INC	CINCINNATI	OH	452
OFFICE PAVILION/MCALLISTER	CALABASAS	CA	913
BPSI BUSINESS PRODUCT & SERV	EL PASO	TX	799
STEPHENS OFFICE SYSTEMS INC	CHARLOTTE	NC	282
WYOMING STATIONERY CO	CASPER	WY	826
OFFICE FURNITURE OUTFITTERS LLC	KNOXVILLE	TN	379
KRAMER & LEONARD OFFICE PROD	CHESTERTON	IN	463
SAYES OFFICE SUPPLY	ALEXANDRIA	LA	713
OFFICE WORLD INC	EUGENE	OR	974
HOPPSTETTERS OFFICE PRODUCTS	YUMA	AZ	853
CONTRACT DESIGN ASSOCIATES INC	SPOKANE	WA	992
PACIFIC OFFICE FURNISHINGS	PORTLAND	OR	972
OFFICE SPECIALISTS	GALESBURG	IL	614
CRI COORDINATED RESOURCES INC	SAN FRANCISCO	CA	941
DELTA OFFICE SYSTEMS & FURNITURE	STOCKTON	CA	952
WIDMER INC	PEORIA	IL	616
OFFICE PAVILION/CONTRACT FURNISHERS OF HI	HONOLULU	HI	968
INTERIOR DIMENSION INC	BALLWIN	MO	630
ISG OFFICE CONCEPTS INC	HORSHAM	PA	190

LETOURNEAU INTERESTS INC	HOUSTON	TX	770
LITITZ OFFICE PRODUCTS	LITITZ	PA	175
MID CITY INTERIORS INC	LOVES PARK	IL	611
NEW PARADIGM INTERIORS	FENTON	MO	630
DAVIS TYPEWRITER CO INC	WORTHINGTON	MN	561
OFFICE FURNITURE PLUS	ASTON	PA	190
EFFICIENT OFFICE SOLUTIONS	NEW CASTLE	DE	197
HARTMAN OFFICE FURNITURE INC	WHIPPANY	NJ	079
OFFICE SOURCE	TEXARKANA	TX	755
PETERSON GROUP (THE)	FENTON	MO	630
INTELLIGENT COMMERCIAL ENVIRONMENTS	GREENWOOD VILLAGE	CO	801
COMMERCIAL FURNITURE SERVICES	ST LOUIS PARK	MN	554
DALLAS DESK INC	ADDISON	TX	750
BUSINESS ENVIRONMENTS	STILLWATER	OK	740
INTERIORS FOR BUSINESS-OK.CITY	OKLAHOMA CITY	OK	731
STANCZAK AND ASSOCIATES	CONSHOHOCKEN	PA	194
CHANDLER BUSINESS INTERIORS	EAST WENATCHEE	WA	988
EXPRESS OFFICE ENVIRONMENTS	SANTA ANA	CA	927
INTERIOR OFFICE SOLUTIONS INC	IRVINE	CA	926
JIMENEZ CONTRACT SERVICES	HOUSTON	TX	770
STAMFORD OFFICE FURNITURE	STAMFORD	CT	069
SPECTRUM-A HM DEALER	KING OF PRUSSIA	PA	194
SUPPLY SOURCE, INC.	WILLIAMSPORT	PA	177
SEWCO INC	AMARILLO	TX	791
OFFICE PAVILION - TX	HOUSTON	TX	770
DUNDAS OFFICE INTERIORS INC - BOISE	BOISE	ID	837
WORKPLACE RESOURCE OF OREGON-PORTLAND	PORTLAND	OR	972
INTERIOR SHOWPLACE LTD	HONOLULU	HI	968
FACILITEC	PHOENIX	AZ	850
OFFICE ELEMENTS	SIOUX CITY	IA	511
SPACE CARE INC.	BERKLEY	MI	480
FOI COMMERCIAL INTERIORS	SEATTLE	WA	981
TRANSAMERICAN OFFICE FURN.-AAA	PHILADELPHIA	PA	191
ABOUT DESIGN LLC	CINCINNATI	OH	452
NW OFFICE INTERIORS	MILWAUKIE	OR	972
OFFICE PRODUCTS NORTHWEST	PORTLAND	OR	972
OSTERMAN CRON	CINCINNATI	OH	452
FACILITY SERVICES	ANNAPOLIS	MD	214
ONE POINT INC	BETHLEHEM	PA	180
WORKPLACE ENVIRONMENTS 2000	PLYMOUTHMEETING	PA	194
OFFICE SOLUTIONS LLC	MANSFIELD	MA	020
BEAU BUREAUX INTERIORS	COSTA MESA	CA	926
STATIONERS, INC.	JACKSON	MS	392
NATIONAL BUSINESS FURNITURE-GA	ATLANTA	GA	303
ROSS RESOURCE INC	BRENTWOOD	TN	370
ADVANCED OFFICE ENVIRONMENTS	MALVERN	PA	193
UNION OFFICE FURNITURE	WILMINGTON	MA	018
CONTRACT ASSOCIATES	ALBUQUERQUE	NM	871
COMMERCIAL ENVIRONMENTS, INC.	KNOXVILLE	TN	379
AMBRIDGE INTERIORS	TOWSON	MD	212
JAYMIL ACTIVE FURNITURE INC	MANCHESTER	NH	031
SAS INTERIORS INC	NOVATO	CA	949
BENJAMIN ROBERTS LTD	LANCASTER	PA	176
CAPITAL FURNITURE SOURCE, INC.	HOUSTON	TX	770
OFFICE SCAPES INC	BARTLETT	TN	381



KB BUSINESS ENTERPRISES INC	TAMPA	FL	336
IVAN ALLEN	ATLANTA	GA	303
DAWKINS OFFICE SUPPLIES & EQUIPMENT	GREENVILLE	MS	387
OFFICE PRODUCTS INC	HARRISONBURG	VA	228
SEATTLE OFFICE FURNITURE LLC	SEATTLE	WA	981
MOI	BALTIMORE	MD	212
MID SOUTH BUSINESS FURNITURE	NASHVILLE	TN	372
WORKSPACE INC	PHILADELPHIA	PA	191
MARTIN WHALEN OFFICE SOLUTIONS	BRADLEY	IL	609
CONTRACT RESOURCES	PENSACOLA	FL	325
INTEGRATED FACILITY SYSTEMS	TALLAHASSEE	FL	323
TANNER OF PA	HARRISBURG	PA	171
CONNECTING ELEMENTS, INC.	COLUMBIA	SC	292
RJE BUSINESS INTERIORS	INDIANAPOLIS	IN	462
OFFICE SOLUTIONS & SERVICES	MISSOULA	MT	598
HST INTERIOR ELEMENTS LLC	NASHVILLE	TN	372
OFFICE INTERIORS OF MEMPHIS	MEMPHIS	TN	381
OFFICE FURNITURE & RELATED SVC INC	NASHVILLE	TN	372
PHILLIPS OFFICE SOLUTIONS	HARRISBURG	PA	171
FREEDMANS OFFICE FURNITURE INC	TAMPA	FL	336
ANDERSEN OFFICE INTERIORS, INC	ADDISON	IL	601
EMMONS BUSINESS INTERIORS LLC	STEVEN POINT	WI	544
INTEREUM INC	PLYMOUTH	MN	554
MCALEERS OFFICE FURNITURE	MOBILE	AL	366
FACILITEQ ARCHITECTURAL INTERIORS	NORTH LAS VEGAS	NV	891
PREMIER OFFICE SOLUTIONS INC	WILLOW GROVE	PA	190
ARRINGTON COMMERCIAL INTERIORS	NORFOLK	VA	235
INTERIORS INTERNATIONAL INC	NASHVILLE	TN	372
OFFICE REVOLUTION LLC	CHICAGO	IL	606
GATOR OFFICE FURNITURE WAREHOUSE	JACKSONVILLE	FL	322
CHASE ASSOCIATES, LLC	SALT LAKE CITY	UT	841
GEORGE W ALLEN CO INC	BELTSVILLE	MD	207
INDEPENDENCE BUSINESS SUPPLY	CLEVELAND	OH	441
INTERIORS BY ARDEE LTD	FREDERICKSBURG	VA	224
INTERIOR ENVIRONMENTS	NOVI	MI	483
OFFICE ELEMENTS INC	POMPANO BEACH	FL	330
A POMERANTZ & CO	PHILADELPHIA	PA	191
A-Z OFFICE FURNITURE	COLUMBIA	TN	384
WORKSPACE INTERIORS	KINGSPORT	TN	376
FOSTER JONES FURNISHINGS	GAMBRILLS	MD	210
MEMPHIS BUSINESS INTERIORS	MEMPHIS	TN	381
SMITH & ASSOC. OFFICE PRODUCTS	BRUNSWICK	GA	315
LAN OFFICE FURNISHINGS	CHICAGO	IL	606
ONESOURCE OFFICE INTERIORS	PORTLAND	OR	972
INNOVATIVE BUSINESS INTERIORS	SILVER SPRING	MD	209
INTEROFFICE	FARGO	ND	581
AMERICAN DESIGN ASSOCIATES	TOWSON	MD	212
ROGARDS OFFICE PLUS	CHAMPAIGN	IL	618
OFFICE RESOURCES INC	LOUISVILLE	KY	402
CONTRACT INTERIOR SERVICES INC	MADEIRA BEACH	FL	337
WHITE OFFICE FURNITURE LTD	ROCKHILL	SC	297
METRO SERVICES	ALBANY	GA	317
INTRA DESIGN	CINCINNATI	OH	452
GREGORY GRIER INC	CHARLOTTE	NC	282
MILLER HUGGINS INC	ANDERSON	IN	460

COURT STREET OFFICE SUPPLIES	BROOKLYN	NY	112
INTERIOR INVESTMENTS LLC	LINCOLNSHIRE	IL	600
SEDGWICK BUSINESS INTERIOR	SYRACUSE	NY	132
HDW COMMERCIAL INTERIORS	MERRILLVILLE	IN	464
OFFICE SEKKEI OF AMERICA	NEW YORK	NY	100
HALLIDAY MEDICAL MRKTG ASSOC	WALPOLE	MA	020
MILLERS OF COLUMBIA	COLUMBIA	SC	292
L AND M OFFICE FURNITURE	TULSA	OK	741
EAGLE GROUP OF SPRINGFIELD	SPRINGFIELD	NJ	070
SMITH OFFICE PLUS	LAFAYETTE	IN	477
ONE ELEVEN DESIGN	FORT WAYNE	IN	468
PETTUS OFFICE PRODUCTS	LITTLE ROCK	AR	722
OFFICELOGIC INC	BENSALEM	PA	190
HINKLES INC	KERNERSVILLE	NC	272
COMMERCIAL DESIGN SERVICES INC	TAMPA	FL	336
CHATANOOGA OFFICE SUPPLY CO	CHATANOOGA	TN	374
SMITH & SCHAEFER	CINCINNATI	OH	452
OFFICE IMAGES INC - MD	ROCKVILLE	MD	208
HM FOR HEALTHCARE	NORCROSS	GA	300
WORKPLACE SOLUTIONS INC	VIRGINIA BEACH	VA	234
RANDALL BUSINESS INTERIORS	ANNADALE	VA	220
VIRGINIA BUSINESS INTERIORS	CHARLOTTESVILLE	VA	229
BAILEY OFFICE EQUIPMENT INC	OTTUMWA	IA	525
WORKSPACE DESIGNS	SALT LAKE CITY	UT	841
SUPERIOR INSTALLATIONS	RIVIERA BEACH	FL	334
ADVANCED FURNITURE SERVICES	PHILADELPHIA	PA	191
PALAZZO INTERIORS	NEW YORK	NY	100
BUSINESS INTERIORS BY STAPLES	COLUMBIA	SC	292
OFIS BY POWELL	HOUSTON	TX	770
BC INTERIORS	BOULDER	CO	803
ADAPTABLE OFFICE INTERIORS	FAIRBORN	OH	453
JOHNSON BUSINESS PRODUCTS	MIDLAND	NJ	074
SWC OFFICE FURNITURE OUTLET	STAMFORD	CT	069
OFFICE SERVICE COMPANY	READING	PA	196
CAPITAL OFFICE SYSTEMS	ANCHORAGE	AK	995
WORKSQUARED	GRAND RAPIDS	MI	495
OFFICE FURNITURE HEAVEN	NEW YORK	NY	100
AARONS INC	KENNESAW	GA	301
CONSUMER OFFICE FURNITURE	SAGINAW	MI	486
ATLAS OFFICE SYSTEM, INC	LOUISVILLE	KY	402
BELLIA OFFICE FURNITURE	WOODBURY	NJ	080
DAKOTA BUSINESS CENTER	RAPID CITY	SD	577
JST INTERIORS, INC	DALLAS	TX	752
EDGE OFFICE PRODUCTS	LONGVIEW	TX	756
MALONE OFFICE EQUIPMENT CO	COLUMBUS	GA	319
CANFIELD BUSINESS INTERIORS	SIOUX FALLS	SD	571
ELEMENTS	DENVER	CO	802
PACIFIC OFFICE INTERIORS	AGOURA HILLS	CA	913
BUSINESS FURNISHINGS LLC	SOUTH BEND	IN	466
PORTERS OFFICE PRODUCTS	REXBURG	ID	834
PEMCO	BETHEL PARK	PA	151
DUBROWS DISCOUNT OFFICE FURN.	CHERRY HILL	NJ	080
OTTAWA BUSINESS INTERIORS	OTTAWA NEPEAN	ON	K2E
BUSINESS INTERIORS (ONTARIO) INC	MISSISSAUGA	ON	L4Z
INNOVATIVE COMMERCIAL INTERIORS INC	WEST TRENTON	NJ	086

ALL AMERICAN OFFICE SOLUTIONS	RALEIGH	NC	276
ACCENT COMMERCIAL FURNITURE INC	ALBANY	NY	122
OVAL OFFICE SUPPLY INC	ROCKVILLE	MD	208
NORTHERN BUSINESS PRODUCTS	DULUTH	MN	558
DELAWARE SCHOOL & OFFICE LLC	WILMINGTON	DE	198
360 OFFICE SOLUTIONS	BILLINGS	MT	591
WORKWELL PARTNERS	NEW YORK	NY	100
CORPORATE INTERIORS OF DE.	NEW CASTLE	DE	197
J TYLER SERVICES INC	HOUSTON	TX	770
OSI INC	CHARLOTTE	NC	282
BUILDERS DESIGN & LEASING	GAITHERSBURG	MD	208
CREATIVE FURNISHINGS & DESIGN	HOUSTON	TX	770
INTERIORS IN MOTION	DALLAS	TX	752
KELLER GROUP INC -SAC	SACRAMENTO	CA	958
FLOOR SHOW COMPANIES	DUBUQUE	IA	520
MARRIOTT INTERNATIONAL ADMIN SRVCS	BETHESDA	MD	208
OFFICE CONCEPTS INC - CHICAGO	CHICAGO	IL	606
MODERN OFFICE INTERIORS INC	COOPERSVILLE	MI	494
OFFICE LIQUIDATORS	LAKEWOOD	CO	802
AAA BUSINESS SUPPLIES & INT	SAN FRANCISCO	CA	941
HARTMAN DESIGN GROUP, INC.	ROCKVILLE	MD	208
PHELANS INTERIORS/PHELANS INC	CEDAR RAPIDS	IA	524
LIBRARY DESIGN ASSOCIATES	POWELL	OH	430
REFURBISHED OFFICE ENVIROMENTS	CHICAGO	IL	606
PENNY L PORTER INTERIORS	BURR RIDGE	IL	605
CONSULTANTS & BUILDERS INC	DULUTH	GA	300
TAB PRODUCTS OF THE UPSTATE	GREENVILLE	SC	296
CREATIVE OFFICE INTERIORS	ST CLAIR SHORES	MI	480
THE WOREK COMPANY, INC.	TRENTON	NJ	086
CORPORATE INTERIORS & SALES	FAYETTEVILLE	NC	283
DESKS INC	CHICAGO	IL	606
CORPORATE SOURCE - TX	DALLAS	TX	752
COOKS OFFICE EQUIPMENT INC	S CHICAGO HTS	IL	604
GREAT LAKES FURNITURE SUPPLY	HOLLAND	MI	494
GMK ASSOCIATES INTERIOR DESIGN DIVISION	COLUMBIA	SC	292
CORPORATE CONCEPTS INC	COLUMBIA	SC	292
TROPE GROUP INC	SANTA ROSA	CA	954
NEW ENGLAND DESIGN ASSOC	WORCESTER	MA	016
JONES CAMPBELL CO INC	SACRAMENTO	CA	958
CORPORATE ENVIRONMENTS INT'L	HONOLULU	HI	968
LIBRARY INTERIORS INC	BRICK	NJ	087
RENOVA	SAN JUAN	PR	009
CORPORATE FURNITURE OPTIONS	PALM CITY	FL	349
KERSHNER OFFICE FURNITURE	KING OF PRUSSIA	PA	194
INTERIOR SYSTEM CONTRACT GROUP	ROYAL OAK	MI	480
PRODUCTIVE BUSINESS INTERIORS INC	FORT WAYNE	IN	468
MERKEL DONAHUE	ROCHESTER	NY	144
INTRAMODE, LLC	DETROIT	MI	482
SOURCE ONE FURNITURE, LLC	CHERRY HILL	NJ	080
UNIQUE OFFICE SOLUTIONS	GREENSBORO	NC	274
OFFICE PRODUCTS OUTLET INC	FLINT	MI	485
RESOURCE ONE OF IL LTD	SPRINGFIELD	IL	627
KATHLEEN A LAROS KNEZEAK	SAN ANTONIO	TX	782
INSPIRE BUSINESS INTERIORS	JOHNSON CITY	TN	376
SMART BUSINESS INTERIORS, INC.	COLUMBIA	MO	652

J ALLEN INC	LOUISVILLE	KY	402
LONGO INC	RAMSEY	NJ	074
OFFICE SYSTEMS INSTALLATION	ALBUQUERQUE	NM	871
LEE OFFICE EQUIPMENT CO INC	VALDOSTA	GA	316
SPECTRUM DESIGN GROUP	PITTSFORD	NY	145
FROHWEIN OFFICE PLUS	CORALVILLE	IA	522
LANDIS OFFICE CENTER INC.	CUMBERLAND	MD	215
STERLING INTERIORS GROUP, INC.	NY	NY	100
HAUSDORF INC/DBA:NATIONAL CHAIR & FURNITUR	ST LOUIS	MO	631
CONTINENTAL EDUCATIONAL ENVIRO	COLUMBUS	OH	432
PERKINS OFFICE SOLUTIONS	NORFOLK	NE	687
BRAME OFFICE PRODUCTS	DURHAM	NC	277
CUBICLES OFFICE ENVIRONMENTS	VISTA	CA	920
OFFICE INNOVATIONS INC	NEW LONDON	NC	281
VERTEX BUSINESS INTERIORS	TUSTIN	CA	927
KENNEDY OFFICE SUPPLY	RALEIGH	NC	276
AFFORDABLE BUSINESS INTERIORS	PHOENIX	AZ	850
MILLER SERVICES	CHARLOTTE	NC	282
SOLUTIONS BUSINESS FURNITURE	NEVADA CITY	CA	959
CACHET, INC.	SALT LAKE CITY	UT	841
OFFISOURCE INC - MINNEAPOLIS	SAINT PAUL	MN	551
HUNSBERGER OFFICE SUPPLY	WILLIAMSPORT	PA	177
TOTAL OFFICE INTERIORS	PLYMOUTH MEETING	PA	194
CORPORATE DESIGN GROUP, INC.	ROSEVILLE	CA	956
GEORGIA SPECIALTY EQUIPMENT, LLC	FAYETTEVILLE	GA	302
CHAPMAN OFFICE SUPPLY	KENNESAW	GA	301
LMC DESIGN GROUP(LORI MCCUAGI)	EL PASO	TX	799
NEW DAY OFFICE PRODUCTS & FURNISHINGS	SUFFOLK	VA	234
TOTAL OFFICE PRODUCTS & SVC INC	LOUISVILLE	KY	402
TRIBUNE PRODUCTS CO	NILES	IL	607
EYE DESIGNS LLC	COLLEGEVILLE	PA	194
CORPORATE INTERIORS INC	FRISCO	TX	750
REFURBISHED OFFICE FURNITURE	TAMPA	FL	336
COMMERCIAL BUSINESS INTERIORS	HATTIESBURG	MS	394
INTERIOR IMAGES	YORBA LINDA	CA	928
RUSSELL VENTURES INC	ACWORTH	GA	301
LLOYD JOHNSON INC	BUTLER	PA	160
N & N OFFICE FURNITURE	OCALA	FL	344
KYSER OFFICEWORKS	MONTGOMERY	AL	361
KENTWOOD OFFICE FURNITURE LLC	GRAND RAPIDS	MI	495
BEST GLOBAL ALTERNATIVES LTD	N. WOODMERE	NY	115
OTHER ORTHODONTIC CO (THE)	SPARTA	NJ	078
BLANKENSHIP ASSOCIATES INC	RALEIGH	NC	276
DESIGN SERVICES, INC.	POTOMAC	MD	208
NEWSPACE INC	ST LOUIS	MO	631
INNERSPACE DESIGN, INC	ANN ARBOR	MI	481
LDS CHURCH ACCOUNTS PAYABLE	SALT LAKE CITY	UT	841
FURNITURE SOURCE THE	EDEN PRAIRIE	MN	553
MISSCO CONTRACT SALES LLC	FLOWOOD	MS	392
FRANKLIN MCNEAL LTD	ALPHARETTA	GA	300
W M PUTNAM CO	BLOOMINGTON	IL	617
VISION BUSINESS PRODUCTS	CARNEGIE	PA	151
KYLE OFFICE SOLUTIONS	TUSCALOOSA	AL	354
INTERIOR CONCEPTS INC	KINGSPORT	TN	376
LAKESHORE BUSINESS INTERIORS	MANITOWOC	WI	542

CORPORATE FURNITURE SYSTEMS	BLOOMFIELD	CT	060
BUSINESS SYSTEMS OF S.C.	N CHARLESTON	SC	294
MODERN BUSINESS INTERIORS	ST CHARLES	MO	633
DK WORKSPACES LLC	RICHMOND	VA	232
WORKSPACES LLC	PHOENIX	AZ	850
BENHAR OFFICE INTERIORS	NEW YORK	NY	100
HUBBLE MITCHELL & ASSOC	LITTLE ROCK	AR	722
CI SELECT	MARYLAND HEIGHTS	MO	631
OFFICE FURNITURE PARTNERSHIP	MORRISTOWN	NJ	079
EON OFFICE PRODUCTS	DENVER	CO	802
HOLMES & BRAKEL BUS. INTERIORS	JACKSONVILLE	FL	322
OFFICE ENVIRONMENTS INC	CHARLOTTE	NC	282
BROOKS CORNING CO LTD	VANCOUVER	BC	V6B
HM WORKPLACE RESOURCE VANCOUVER	VANCOUVER	BC	V6E
MONK OFFICE SUPPLY LIMITED	VICTORIA	BC	V8X
CONTEMPORARY OFFICE INTERIORS	CALGARY	AB	T2G
FURNITURE PLUS INC	HONOLULU	HI	968
WORKPLACE MGMT INC/TODAYSOFFICE.BIZ	NEWTOWN SQUARE	PA	190
OFFICE BY DESIGN INC	PITTSFORD	NY	145
UNISOURCE SOLUTIONS	PICO RIVERA	CA	906
CLAYCO FURNITURE GROUP	ST LOUIS	MO	631
INTERIOR LOGISTICS INC	TULSA	OK	741
DEPIANO INTERIORS LTD	WAYNE	PA	190
DENTON HOUSE INTERIORS INC	SALT LAKE CITY	UT	841
ONE DESIGN CENTER INC	GREENSBORO	NC	274
BOBEL'S OFFICE PLUS	AMHERST	OH	440
A F SMITH TRADING COMPANY LTD	HAMILTON		HMG
MODERN OFFICE SYSTEMS INC	MAYAGUEZ		006
NOVA CONTRACT INTERIORS	SPOKANE	WA	992
MS DESIGNS	CARNEGIE	PA	151
BLACKBURN YOUNG OFFICE SOLUT	VANCOUVER	BC	V6E
MBI INC	SALT LAKE CITY	UT	841
SCOTT RICE OFFICE WORKS	LENEXA	KS	662
OHIO DESK COMPANY	CLEVELAND	OH	441
CHESAPEAKE OFFICE SUPPLY	CHESAPEAKE	VA	233
TODAY'S SYSTEMS CORPORATION	BALA CYNWYD	PA	190
PARAGON BUSINESS FURN	MIDDLETON	WI	535
HM WORKPLACE RESOURCE TORONTO	TORONTO	ON	M5V
OFFICE FURNITURE DEPOT	LAKELAND	FL	338
BATH BUSINESS SERVICES	SHREVEPORT	LA	711
INSIDE OUT OFFICE INTERIORS	SALT LAKE CITY	UT	841
HM WORKPLACE RESOURCE MONTREAL	MONTREAL	QC	H3G
ROBERT H LORD COMPANY INC	MANCHESTER	CT	060
TOP OFFICE PRODUCTS INC	SHERIDAN	WY	828
GOVERNMENT INTERIORS	HANOVER	MA	023
LAW'S INTERIORS& DESIGN INC.	KNOXVILLE	TN	379
EMPIRE FACILITY SERVICES, INC	DEER PARK	WA	990
INTERIOR SERVICES	FORT WORTH	TX	761
LEGACY GROUP	RENTON	WA	980
BROWN MANNSCHRECK BUSINESS SYS	SAINT JOSEPH	MO	645
HLM OFFICE INTERIORS	PETALUMA	CA	949
BUROVISION, INC.	MONTREAL	QC	H3A
LEARNING ENVIRONMENTS INC	LIBERTY	NC	272
FACILITY MANAGEMENT CONSULTANTS	BOSTON	MA	021
INTERIOR INVESTMENTS LLC	MILWAUKEE	WI	532

XOTIVE FACILITY SOLUTIONS	DREXEL HILL	PA	190
LIBRARY INTERIORS INC	METAIRIE	LA	700
ASSOCIATED OFFICE SYSTEMS OF LA	NEW ORLEANS	LA	701
INTEGRATED INTERIORS INTERNATIONAL INC	LOS ANGELES	CA	900
AVAIL BUSINESS SYSTEMS, INC.	JOHNSTOWN	PA	159
JFD SALES CONSULTING SERVICES	LONG ISLAND CITY	NY	111
BUSINESS INTERIORS & DESIGN	BETHESDA	MD	208
FURNITURE SOUP INC	READING	PA	196
WESTFALL COMMERCIAL FURNITURE	LOS ANGELES	CA	900
INNERSPACES BUSINESS FURNISHINGS	EDMONTON	AB	T5J
STONE OFFICE EQUIPMENT, INC.	SCRANTON	PA	185
BUSINESS FURNITURE SERVICES	MARIETTA	GA	300
NATIONAL OFFICE PRODUCTS & PRINTING INC	SAULT STE MARIE	MI	497
HUDSON OFFICE SOLUTIONS	WASHINGTON	IN	475
WELLS GROUP INC	HOUSTON	TX	770
BRANCHS FURNITURE	NEW BERN	NC	285
MCWATERS INC	COLUMBIA	SC	292
KDA OFFICE FURNITURE SOLUTIONS	RICHMOND	KY	404
SUITE SPACES	BAXTER	MN	564
TALOTTA INC	MYRTLE BEACH	SC	295
CONTRACT FURNITURE ALLIANCE	LAVERGNE	TN	370
CEJ DEL MONTE CORPORATION	ROCHESTER	NY	146
TODAYS CLASSROOM	CANTON	OH	447
SEGINSKI & ASSOCIATES	NEWPORT BEACH	CA	926
KURTZ BROS	CLEARFIELD	PA	168
FACILITY PLANNERS INC	NASHVILLE	TN	372
RCS SYSTEMS INC	MILWAUKEE	WI	532
ANDERSON RETAIL	HATTIESBURG	MS	394
ENVIRONMENTS	PORTLAND	OR	972
SCHEFFERS	SIKESTON	MO	638
OFFICE FURNITURE DIRECT	FARMINGDALE	NY	117
TRAVIS SCHOOL EQUIPMENT INC	CALVERT CITY	KY	420
LAKESHORE OFFICE FURNITURE	MUSKEGON	MI	494
REES OFFICE PRODUCTS	WINCHESTER	KY	403
VANGUARD ENVIRONMENTS INC	HOUSTON	TX	770
WORKPLACE RESOURCE OF TULSA	TULSA	OK	741
WORKPLACE RESOURCE OF LITTLE ROCK	LITTLE ROCK	AR	722
FURNITURE OPTIONS INC	ST PAUL	MN	551
BANK BUILDING CORP (DBA: NEWGROUND)	CHESTERFIELD	MO	630
INTERIOR IMAGE INC	FARMINGTON HILLS	MI	483
TRADE PRODUCTS CORPORATION	FAIRFAX	VA	220
G4S GOVERNMENT SOLUTIONS	AIKEN	SC	298
FACILITY WORKS INC	ENOLA	PA	170
MARSHA JURASIN & ASSOCIATES	BURLINGAME	CA	940
HERALD OFFICE SYSTEMS	DILLON	SC	295
EDGE OFFICE, LLC	CARY	NC	275
INTERIOR WORKPLACE SOLUTIONS	ALLENTOWN	PA	181
GILLESPIE COMMERCIAL FURNISHINGS	ALBANY	NY	122
PAA-KO STUDIOS LLC	SANDIA PARK	NM	870
FENS ASSOCIATES LLC	GROVELAND	MA	018
MOD DESIGN	SOUTHFIELD	MI	480
INNOVATIVE INTELLIGENT DESIGN, INC	LAFAYETTE	LA	705
MILES BARRY CONTRACT FURNITURE INC	PACIFICA	CA	940
ARNOLD & ASSOCIATES INTERIORS, INC.	BATON ROUGE	LA	708
EATON GROUP - SALES REP	PORTLAND	OR	972

WB MASON CO INC	BROCKTON	MA	023
BRUCE LONGHINO GROUP	CINCINNATI	OH	452
ELLIOTT BROTHERS	WOODRIDGE	NY	127
SCHNEIDER LEAGUE ASSOCIATES	FAIRFAX	VA	220
PACE INTERIORS	SALT LAKE CITY	UT	841
NICKERSON CORPORATION	BAY SHORE	NY	117
MB CONTRACT FURNITURE	BENICIA	CA	945
DENISE SKOTEDIS INTERIOR DESIGN	SHAMOKIN DAM	PA	178
HERMAN MILLER MEXICO SA DE CV	DEL CUAUHTMOC		061
DEMCO	MADISON	WI	537
HALLMARK OFFICE PRODUCT INC.	HOUSTON	TX	770
CORPORATE FACILITIES LEHIGH VALLEY	ALLENTOWN	PA	181
CORPORATE FACILITIES NEW JERSEY	PENNSAUKEN	NJ	081
BROWN INTERIOR SOLUTIONS	EL PASO	TX	799
KERR OFFICE GROUP	ELIZABETHTOWN	KY	427
CALCATERRA	PHOENIX	AZ	850
CONTRACT FURNISHINGS GROUP	TOLEDO	OH	436
PARAMETERS LTD	MINNEAPOLIS	MN	554
CONTRACT FURNITURE GROUP LLC	ST. ROSE	LA	700
STUDIO 2 INC	ALBUQUERQUE	NM	871
AMERICAN OFFICE PRODUCTS	MINNEAPOLIS	MN	554
DE CLERCQ OFFICE GROUP	ROWAYTON	CT	068
SEATS AND STATIONS INC	ROSEVILLE	CA	957
CYCON OFFICE SYSTEMS	SAN FRANCISCO	CA	941
INTERIOR LANDSCAPES LLC	KANSAS CITY	MO	641
OFFICE SCAPES INC	ROCKAWAY	NJ	078
DOURON CORPORATE FURNITURE - DELAWARE	OWING MILLS	MD	211
CONCEPTOS CORPORATIVOS DE MEXICO	COL. ZEDEC SANTA FE	DF	012
FAHRENHEIT LLC	WASHINGTON	DC	200
FA OTOOLE OFFICE SYSTEMS INC	HUNT VALLEY	MD	210
OFFICE CONCEPTS INC	CALGARY	AB	T2A
BOOMERANG USA	PENNSAUKEN	NJ	081
JMJ WORKPLACE INTERIORS CORP	RICHMOND	VA	232
COMPLETE OFFICE SOLUTIONS	SEATTLE	WA	981
STEP UP INC	MATTHEWS	NC	281
MY OFFICE PRODUCTS	NASHVILLE	TN	372
CONTRACT SOURCE INC	BROADVIEW HEIGHTS	OH	441
Q+E DESIGN SOURCE INC	DENVER	CO	802
HENRIKSEN BUTLER NEVADA LLC	SALT LAKE CITY	UT	841
KAHL COMMERCIAL INTERIORS	RENO	NV	895
CASA BELLA DESIGN BUILD FIRM LLC	JOBSTOWN	NJ	080
SULLIVANS OFFICE SUPPLY	STARKVILLE	MS	397
OFFICE FURNITURE CONNECTION	MILLERSVILLE	MD	211
SOLID SOLUTIONS/INST. OUTFITTERS INC	WINDER	GA	306
OMNIFICS INC	ALEXANDRIA	VA	223
THISTLEDOWN INTERIORS	CAMP HILL	PA	170
ELLIOTT INTERIORS	GOSHEN	NY	109
OFFIX SYSTEMS	ALLENTOWN	PA	181
ROYAL BUSINESS INTERIORS	YORK	PA	174
ACTION BUSINESS FURNITURE II	TACOMA	WA	984
CREATIVE INTERIORS, INC.	SANTA FE	NM	875
LF OFFICE INTERIORS, INC	SAN JUAN	PR	009
ATLANTIC GROUP CONNECTICUT LLP, THE	NORWALK	CT	068
JMC ASSOCIATES	HOUSTON	TX	770
E 2 DESIGN LLC	LEXINGTON	KY	405

STUDIO M	DUMONT	NJ	076
TERRELL ENTERPRISES INC	GREENVILLE	AL	360
ADM INTERNATIONAL, INC	CHICAGO	IL	606
OFFICE FURNITURE CENTER	TAMPA	FL	336
PAZZI	BIRMINGHAM	MI	480
FACILITIES RESOURCE GROUP INC	SPANISH FORT	AL	365
KDI DESIGN INC	GENEVA	IL	601
CUSTER WORKPLACE INTERIORS	GRAND RAPIDS	MI	495
ARCI LLC	PHILADELPHIA	PA	191
PARRON HALL OFFICE INTERIORS	SAN DIEGO	CA	921
KNOLL INC	EAST GREENVILLE	PA	180
INNOVATIVE OFFICE SOLUTIONS	MARIA STEIN	OH	458
TOM SEXTON & ASSOCIATES INC	WALTON	KY	410
TECHNICAL FURNITURE RESOURCE INC	AUSTIN	TX	787
YANKEE BUSINESS SOLUTIONS, INC	GUILDERLAND	NY	120
SHELTON KELLER GROUP	AUSTIN	TX	787
DEMO GROUP THE	EAGAN	MN	551
COMMERCIAL RESOURCES INC	ATLANTA	GA	303
ALLIANCE CORPORATE SERVICES	PLANTATION	FL	333
GREENVILLE OFFICE SUPPLY CO	GREER	SC	296
DOCUMENT CONCEPTS INC	CANTON	OH	447
UNIVERSITY OF MISSOURI - COLUMBIA	COLUMBIA	MO	652
NATIONAL CHURCH PURCHASING GROUP, INC	MECHANICSVILLE	VA	231
GENERAL OFFICE SUPPLY CO, INC	LAFAYETTE	LA	705
HAMPTON STATIONERY	HAMPTON	VA	236
PHOENIX CONTRACT INC	BETHLEHEM	PA	180
OFFICE SOLUTIONS INC	KALAMAZOO	MI	490
FURNISHING SOLUTIONS	CICERO	NY	130
HAPPYS OF MADISONVILLE INC	MADISONVILLE	KY	424
LESLIE LEWIS AND ASSOCIATES	JEFFERSONVILLE	IN	471
COMMERCIAL MARKETING ASSOCIATES, INC.	FREDERICK	MD	217
GREENWOOD OFFICE OUTFITTERS	FORT WORTH	TX	761
RT LONDON CO	GRAND RAPIDS	MI	495
OFFICE RELIEF INC	SAN LEANDRO	CA	945
INTERMARK DESIGN GROUP	ORLANDO	FL	328
CASTNER & CASTNER INC	BRADENTON	FL	342
CAPITOL BUSINESS INTERIORS	CHARLESTON	WV	253
INDIANA FURNITURE	JASPER	IN	475
SUPREME BASICS	REGINA	SK	54N
NORTHERN VIRGINIA CRIMINAL JUSTICE ACADEMY	ASHBURN	VA	201
DESIGN & SUPPLY CO	CHALFONT	PA	189
SLI DESIGN INC	HOUSTON	TX	770
BRANDON BUSINESS INTERIORS	BRANDON	MB	R7A
EAKES INC	GRAND ISLAND	NE	688
WAY OFFICE INC	DUBOIS	PA	158
CONTRACT SPACES INC	TOPEKA	KS	666
BUSINESS FURNISHINGS LTD AKA BF WORKPLACE	WINNIPEG	MB	R3H
TODAYS BUSINESS PRODUCTS INC	CLEVELAND	OH	441
KV INTERIORS LLC	MANDEVILLE	LA	704
AMERICAN COMMERCIAL INTERIORS	RICHMOND	VA	232
SCHMIDT GOODMAN OFFICE PRODUCTS	ROCHESTER	MN	559
WESTERN STATIONERS	RAPID CITY	SD	577
URBANOFFICE LLC	COLUMBUS	OH	432
BUSINESS ENVIRONMENTS LLC	PARSIPPANY	NJ	070
CREATIVE OFFICE DESIGN, INC.	MARIETTA	GA	300



TRIANGLE OFFICE EQUIPMENT	CHAPEL HILL	NC	275
DIVERSIFIED RESOURCE GROUP INC	NORCROSS	GA	300
SEQUOIA OFFICE OUTFITTERS	MEDFIELD	MA	020
AVANTI OFFICE PRODUCTS	REGINA	SK	S4R
MORAN INTERIORS	CANTON	OH	447
FACILITY RESOURCES	LONDON	ON	N6H
CITRON WORK SPACES	LOUISVILLE	CO	800
APEX FACILITY RESOURCES INC	KENT	WA	980
K LOG INC	ZION	IL	600
YELLOW TANG INTERIORS LLC	BOARDMAN	OH	445
BRIGHOLME INC	MARKHAM	ON	L3R
DRECHSEL INC	TORONTO	ON	M3N
JUNES INTERIORS INC	WYCKOFF	NJ	074
INTERIOR OFFICE CONCEPTS INC	MEDFORD	OR	975
BUSINESS FURNISHINGS	SASKATOON	SK	S7L
ADVANCED FURNITURE SOLUTIONS, INC	DU BOIS	PA	158
OFFICE EQUIPMENT CO OF MOBILE	MOBILE	AL	366
DESIGNER SERVICES INC	KENNESAW	GA	301
STANDARD OFFICE SUPPLY	WASHINGTON	DC	200
SBM BUSINESS EQUIPMENT CTR	STERLING	IL	610
ENVIRONMENTS AT WORK LLC	BOSTON	MA	022
HOYLE OFFICE SUPPLIES INC	ARDEN	NC	287
FRANK COONEY COMPANY INC	WOOD DALE	IL	601
KEMSKE PAPER COMPANY	NEW ULM	MN	560
WORKSPACE GROUP INC	TORONTO	ON	M6A
TOTAL BUSINESS SOLUTIONS	PORTSMOUTH	VA	237
NAVIGATING BUSINESS SUPPLY	TROY	MI	480
CHANDLER BUSINESS INTERIORS	SAINT JOHN	NB	E2L
COMPASS OFFICE SOLUTIONS	MIRAMAR	FL	330
STAPLES	COLUMBIA	SC	292
FURNITURE RESOURCE & DESIGN LLC	SCOTTSDALE	AZ	852
FORMCRAFT INTERIORS	FOLCROFT	PA	190
ESPLANADE FURNITURE	CHICO	CA	959
HOWE CONSTRUCTION	ROSWELL	GA	300
GRAHAM PACKAGING COMPANY	YORK	PA	174
PALACE OFFICE INTERIORS	SANTA CRUZ	CA	950
AFFORDABLE INTERIOR SYSTEMS INC	HUDSON	MA	017
OFFICEWORX	HAUPPAUGE	NY	117
BROOKS OFFICE INTERIORS, INC	MINNEAPOLIS	MN	554
PEMCO INC	WEST CONSHOHOCKEN	PA	194
SMARTFURNITURE FOR BUSINESS INC	WINNIPEG	MB	R3H
LINCOLN OFFICE LLC	EAST PEORIA	IL	615
MIDWEST OFFICE INC	SALT LAKE CITY	UT	841
ENTRADA DESIGN INC	LIVERMORE	CA	945
THE ULTIMATE BACK RUB STORE INC	NORTHBROOK	IL	600
OFFICE RESOURCE GROUP	CARROLLTON	TX	750
SMART OFFICE SERVICES	GLEN BURNIE	MD	210
DESERT BUSINESS INTERIORS LLC	RANCHO MIRAGE	CA	922
SOUTHWEST PARTITIONS	PHOENIX	AZ	850
TE WILSON & ASSOCIATES	CANOGA PARK	CA	913
CONTRACT BUSINESS INTERIORS INC	ATLANTA	GA	303
EDC & ASSOCIATES INC	ST. PETERSBURG	FL	337
K4 ARCHITECTURE LLC	CINCINNATI	OH	452
WITT & WITT INTERIOR DESIGN	AUSTIN	TX	787
OFFICE FURNITURE EXPRESS	WILMINGTON	NC	284

CHAIRS & MORE OFFICE FURNITURE	ADAMSTOWN	MD	217
OFFICE FURNITURE SOLUTIONS INC	COMMERCE TOWNSHII MI		483
CAPLAN MANAGEMENT GROUP, LLC	PORT ORANGE	FL	321
TRIPLETT OFFICE ESSENTIALS	DUBUQUE	IA	520
CAROLINA OFFICE MACHINES, INC	GREENSBORO	NC	274
OFFICE SUPPLY SERVICES INC	CONCORD	NC	280
MESA CONTRACT INC	SHELBURNE	VT	054
OFFICEWORKS INC	BURLINGTON	MA	018
AWE CORPORATE INTERIORS	PHOENIX	AZ	850
NEECE OFFICE EQUIPMENT INC	QUINCY	IL	623
PACIFIC OFFICE DESIGNS	MOUNTAIN VIEW	CA	940
FRONTLINE FURNITURE	SASKATOON	SK	57K
ETHOSOURCE LLC	MORGANTOWN	PA	195
FREEDOM OFFICE FURNITURE	KENNESAW	GA	301
LA OFFICE SUPPLY COMPANY INC	BATON ROUGE	LA	708
BERNARDS OFFICE FURNITURE, INC	WOODLAND HILLS	CA	913
CORPORATE SPACES INC	PASADENA	CA	911
WORKSPACE SOLUTIONS	SAN FRANCISCO	CA	941
RODCO-BRANDT MANUFACTURING	MANSFIELD	TX	760
PRESTIGE BUSINESS INTERIORS	WATERLOO	ON	N2V
ALIANZA SERVICES LLC	NYACK	NY	109
CHEZ-DEL HOME FURNISHINGS & INTERIOR DESIGN	AKRON	OH	443
COMPLETE OFFICE PRODUCTS INC	BROOKLYN	NY	112
CIRCA OFFICE INTERIORS	REGINA	SK	S4R
INSITE IN MIND	SAN MATEO	CA	944
RENO BUSINESS INTERIORS INC	RENO	NV	895
IMPACT OFFICE INTERIORS INC	GRIFFIN	GA	302
CONTRACT BUSINESS SOLUTIONS INC	WINSTON-SALEM	NC	271
WOOD OFFICE ENVIRONMENTS	BASKING RIDGE	NJ	079
DTANK INC	BURBANK	CA	915
THRIFTY OFFICE FURNITURE	DURHAM	NC	277
KEETONS OFFICE SUPPLY CO INC	BRADENTON	FL	342
BULLDOG OFFICE PRODUCTS	PITTSBURGH	PA	152
PUGET SOUND BUSINESS INTERIORS INC	BELLEVUE	WA	980
QUALITY BUSINESS SERVICES INC	NORTH WILKESBORO	NC	286
ALABAMA CONTRACT SALES	AUBURN	AL	368
ANDERSEN SCHOEL OFFICE INTERIORS	HARKER HEIGHTS	TX	765
BIL OFFICE FURNITURE	MIDDLE VILLAGE	NY	113
OFFICE PLACE INC (THE)	HOLLY HILL	FL	321
WORKPLACE CONTRACT DESIGN LLC	PORT HURON	MI	480
TOTAL OFFICE SOLUTIONS INC	ALLIANCE	OH	446
DESIGN LINES INC	DENVER	CO	802
COMMERCIAL INTERIORS BY SHARI	ENGLEWOOD	NJ	076
SEELY OFFICE SOLUTIONS	FORT WAYNE	IN	468
DELVE INTERIORS	GREENSBORO	NC	274
OFFICE VALUE INC	DUNN	NC	283
MARTA BASEZ INTERIORS INC	AUSTIN	TX	787
AEGIS BUSINESS SOLUTIONS	LENEXA	KS	662
WESTLAKE HOLDINGS, INC	FITCHBURG	MA	014
SPACE OFFICE INTERIORS	HAWLEY	PA	184
OFFICE DESIGN & INTERIORS INC	REDWOOD CITY	CA	940
ID COLLABORATIVE INC	GREENSBORO	NC	274
MYOFFICEDESIGN.COM LLC	SIDNEY	OH	453
EXECUTIVE INTERIORS	IRVING	TX	750
MARKETS WEST OFFICE FURNITURE INC	PHOENIX	AZ	850

CK OFFICE DESIGNS	PEMBROKE PINES	FL	330
THW DESIGN	ATLANTA	GA	303
DESIGN LINK LLC	LEXINGTON	KY	405
PILATO & COUNTS INTERIOR DESIGN	NORFOLK	VA	235
KEY PRODUCTS	FRANKLIN PARK	IL	601
KPC ARCHITECTURAL PRODUCTS	LEXINGTON	KY	405
GLENWOOD OFFICE FURNITURE II INC	HILLSIDE	NJ	072
JERRY GRONSKÉ & ASSOCIATES	BASKING RIDGE	NJ	079
STUDIO BLUE + INTERIOR DESIGN	LEXINGTON	KY	405
AAA OFFICE WORLD	BROOKLYN	NY	112
MOORE DESIGN GROUP	DALLAS	TX	752
MILLENNIUM OFFICE FURNISHINGS LTD	WINNIPEG	MB	R3H
SCOTT RICE OFFICE INTERIORS LLC	WICHITA	KS	672
FURNITURE XCHANGE	NORTH BRUNSWICK	NJ	089
ALBUQUERQUE OFFICE SYSTEMS	ALBUQUERQUE	NM	871
M INC INTERIOR DESIGN	FAYETTEVILLE	NC	283
A&W OFFICE SUPPLY	KNOXVILLE	TN	979
CHANDLERS OFFICE SUPPLY	CAMPBELLSVILLE	KY	427
FELCOR LODGING TRUST INC	ATLANTA	GA	303
TIB OFFICE	MERRILLVILLE	IN	464
RSI EQUIPMENT INC	ELMONT	NY	110
RESOURCE PARTNERSHIP, INC	KING OF PRUSSIA	PA	194
ROSANNE MCLEAN	KING CITY	ON	L7B
FURNISHING PARTNERS & RELOCATION SERVICES IN	ARLINGTON	TX	760
CASHMORE FURNITURE CORP	BROOKLYN	NY	112
OFFICE FURNITURE WAREHOUSE	ISLANDIA	NY	117
AMERICAN BUSINESS INTERIORS	MELBOURNE	FL	329
OFFICE ONE FURNITURE & SERVICES INC	VALLEY VIEW	OH	441
HAMILTON BUSINESS INTERIORS LLC	MONKTON	MD	211
DC INTERIORS	SAN ANTONIO	TX	782
HANNAHERS INC	FARGO	ND	581
YOUNG OFFICE SOLUTIONS LLC	SAN FRANCISCO	CA	941
CONNEXION 24/7	BAINBRIDGE ISLAND	WA	981
INTERSCAPE COMMERCIAL ENVIRONMENTS	HARTFORD	CT	061
DYVIC CORPORATION	NORCROSS	GA	300
CHARLIES OFFICE FURNITURE	QUEENSBURY	NY	128
BRUCE OFFICE SUPPLY & FURNITURE	BIRMINGHAM	AL	352
RIVERS EDGE DESIGN LLC	EAST BEND	NC	270
STANZIONE ASSOCIATES	SARASOTA	FL	342
SHAW OFFICE SUPPLIES INC	LUMBERTON	NC	283
OFFICE 11	SAN JUAN CAPISTRAN	CA	926
SHIFFLER EQUIPMENT SALES INC	CHARDON	OH	440
PROFESSIONAL OFFICE ENVIRONMENTS INC	MARYLAND HEIGHTS	MO	630
TECH VALLEY OFFICE INTERIORS INC	ALBANY	NY	122
MARC SHORE ASSOCIATES	ALTAMONTE SPRINGS	FL	327
MAIN SOLUTIONS	ATLANTA	GA	303
BUSINESS INTERIORS INC	RIDGELAND	MS	391
LORENZ & ASSOCIATES	FRESNO	CA	937
RIGHTSIZE FACILITY PERFORMANCE	CHICAGO	IL	606
BANG OFFICE INTERIORS	SEATTLE	WA	981
OFFICE DIMENSIONS INC	TEANECK	NJ	076
KAY DAVIS ASSOCIATES LLC	HOUSTON	TX	770
FIRST AVENUE OFFICE FURNISHINGS	WINNEPEG	MB	R2J
SUPERIOR BUSINESS PRODUCTS INC	SCHENECTADY	NY	123
COMMERCIAL WORKS	COLUMBUS	OH	432

RIVER CITY FURNITURE	WEST CHESTER	OH	450
H2 OFFICE DESIGNS	TUKWILA	WA	981
BUDGET OFFICE INTERIORS INC	JACKSONVILLE	FL	322
OAI FURNITURE SOLUTIONS AND SERVICES	HAYMARKET	VA	201
FURNITURE SOLUTIONS INC	LAKE WORTH	FL	334
CAZADOR APPAREL	HERDON	VA	201
J P JAY ASSOCIATES INC	ALLENTOWN	PA	181
JB OFFICE MATTERS	GUILDERLAND	NY	120
EDUCATIONAL FURNITURE	MUNCIE	IN	473
STUDIO M INTERIOR CONSULTING GROUP	WINSTED	CT	060
NATIONAL MARROW DONOR PROGRAM	MINNEAPOLIS	MN	554
QUALITY OFFICE ENVIRONMENTS, LLC	GENESEO	NY	144
SAMUELS GROUP	WAUSAU	WI	544
CONTRACT FURNISHINGS INC	DENVER	CO	802
BMC OFFICE FURNITURE	SCRANTON	PA	185
SOUTHWESTERN STATIONERS INC	OKLAHOMA CITY	OK	731
SISLER JOHNSTON INTERIOR DESIGN INC	JACKSONVILLE	FL	322
PARAMOUNT STUDIO INTERIORS	BOCA RATON	FL	334
GUNNAR OFFICE FURNISHINGS	CALGARY	AB	T2Z
LEVEL 5 LLC	ATLANTA	GA	303
DESIGN MANAGEMENT GROUP	RESTON	VA	201
LIFE ENVIRONMENTS INC	GREENSBORO	NC	274
DEPARTMENT OF FOREIGN AFFAIRS & INT'L TRADE	OTTAWA	ON	K1A
ENVIRONMENTS 4 BUSINESS	AKRON	OH	443
CBT SUPPLY INC	LUTHERVILLE	MD	210
FURNITURE BOX INC, THE	BOCA RATON	FL	334
TOTAL OFFICE INTERIORS	FRANKLIN LAKES	NJ	074
OFFICE SPACE DESIGN LLC	MANKATO	MN	560
BAKERSFIELD CITY SCHOOL DISTRICT	BAKERSFIELD	CA	933
T SCHNEIDER COMPANY	ORWIGSBURG	PA	179
KIMBALL OFFICE	JASPER	IN	475
INFOPRO CONCEPTS INC	JACKSONVILLE	FL	322
CHAMBERS	BALTIMORE	MD	212
KRUG	KITCHENER	ON	N2C
ECONOCARE INC	LINCOLNWOOD	IL	607
OFFICE BASICS INC	BOOTHWYN	PA	190
TEKNION LLC	MT LAUREL	NJ	080
PRADERE MANUFACTURING CORP	HIALEAH	FL	330
KEMP INTERIORS LLC	COLUMBIA	SC	292
WASHINGTON BUSINESS INTERIORS	JESSUP	MD	207
DEACON DESIGN INC	ORMOND BEACH	FL	321
WEINBERGERS FURNITURE AND MATTRESS SHOWC	AUGUSTA	GA	309
RICHMARK ENTERPRISES	WEST LINN	OR	970
IMAGE BUSINESS INTERIORS	VIRGINIA BEACH	VA	234
ADVENT BUSINESS INTERIORS INC	LEESBURG	GA	317
GARRISON COLUMBIA LLC	BOSTON	MA	021
AEGIS HC, LLC	LAGUNA HILLS	CA	926
HOOVERS COMMERCIAL SERVICES INC	CONCORD	CA	945
CUNNINGHAM BUSINESS INTERIORS LTD	WINNIPEG	MB	R3E
GL SEAMAN AND COMPANY	CARROLLTON	TX	750
STEINER DESIGN ASSOCIATES INC	RALEIGH	NC	276
LITBE INC	ROCKFORD	IL	611
R GEORGE & ASSOCIATES INC	DELAND	FL	327
RSFI	WORTHINGTON	OH	430
WILLIAMS INTERIOR DESIGNS INC	COLUMBUS	OH	432

TURNERBOONE CONTRACT	ATLANTA	GA	303
PREMIER OFFICE PRODUCTS INC	BATON ROUGE	LA	708
ROSALYN BRANDT DESIGN ASSOC	TIBURON	CA	949
FELTUS HAWKINS DESIGN LLC	NASHVILLE	TN	372
TELCAR GROUP THE	HOLBROOK	NY	117
HOSPITALITY FOCUSED SOLUTIONS	LONG BEACH	CA	908
BLUE DESERT INC	SCOTTSDALE	AZ	852
METALWORKS INC DBA GREAT OPENINGS	LUDINGTON	MI	494
CAL STATE FULLERTON	FULLERTON	CA	928
B AND B FURNITURE CONCEPTS	MELBOURNE	FL	329
F3 CONCEPTS LLC	IRMO	SC	290
RHYTHM INTERACTIVE INC	IRVINE	CA	926
AFFORDABLE FURNITURE SOLUTIONS, LLC	MALABAR	FL	329
STOR OFFICE FURNITURE	CALGARY	AB	T2E
CDI FURNISHINGS	EDMONTON	AB	T6B
MILLER ZELL INC	ATLANTA	GA	303
BRILL COMPANY INC, THE	LUDINGTON	MI	494
HOLMES & BRAKEL (BC) INC	VANCOUVER	BC	V6G
AWESOME OFFICE INTERIORS	PASSAIC	NJ	070
CG ALLIANCE INC	WASHINGTON	DC	200
ADVANCED BUSINESS INTERIORS INC (ABI)	OTTAWA	ON	K1G
RIXEY & BLUM INC	CINCINNATI	OH	452
RGO OFFICE PRODUCTS EDMONTON	EDMONTON	AB	T5G
BITTNER'S LLC	LOUISVILLE	KY	402
B & M CONSTRUCTION INC	COLORADO SPRINGS	CO	809
INTERIOR DEVELOPMENT EAST LTD	SPOKANE	WA	992
LLV OFFICE CONCEPTS LLC	SARATOGA SPRINGS	NY	128
COMMONSENSE OFFICE FURNITURE	ORLANDO	FL	328
ATLANTA OFFICE LIQUIDATORS INC.	ATLANTA	GA	303
DAYTON BUSINESS INTERIORS	DAYTON	OH	454
SOURCE INTERIORS LLC	SIMPSONVILLE	SC	296
DRB BUSINESS INTERIORS INC	SARATOGA SPRINGS	NY	128
IMA CORPORATE INTERIORS	ATLANTA	GA	303
OFFICEMAX GRAND AND TOY LIMITED	DON MILLS	ON	M3C
DESIGN LINES	CHICAGO	IL	606
OUTBACK OFFICE INC	EVERGREEN	CO	804
WORKSPACE BY DESIGN	WEST READING	PA	196
A + D RESOURCE INC	FAIRFAX	VA	220
STONEHILL SALES & SERVICES LLC	MIDDLETOWN	NY	109
INTERSPACE OFFICE FURNITURE	MARIETTA	GA	300
CREATIVE OFFICE SOLUTIONS CO	MEDINA	OH	442
JPL AND ASSOCIATES LLC	SARASOTA	FL	342
ELLIS BROTHERS & JOSEPH INC	BINGHAMPTON	NY	139
CONCEPTS IN DESIGN INC	BONITA SPRINGS	FL	341
INVESTIGACIONES Y DESARROLLO ESTUDIOS DE ME	SAN JOSE		
OFFICE INTERIORS INC	ATLANTA	GA	303
A BAIERL INTERIORS	BELLEVUE	PA	152
ALLWEST COMMERCIAL FURNISHINGS	EDMONTON	AB	T5M
AGENCE AURA	MONTREAL	QC	H2Y
ALTERNATIVE BUSINESS FURNITURE INC	EDEN PRAIRIE	MN	553
EVOS OFFICE PRODUCTS	CHANDLER	AZ	852
NORRIS DESIGN LLC	CARYVILLE	TN	377
OFFICE INNOVATIONS	RIDGELAND	MS	391
DELANO DESIGN LLC	BEVERLY HILLS	MI	480
EDUCATIONAL FURNITURE SOLUTIONS LLC	WEST POINT	PA	194

FACILITIES CONNECTION INC	EL PASO	TX	799
OFFICE CREATIONS INC	SUWANEE	GA	300
HIGH POINT INDUSTRIES INC	HIGH POINT	NC	272
TRENDWAY CORPORATION	HOLLAND	MI	494
WASHINGTON OFFICE INTERIORS LLC	ROCKVILLE	MD	208
SYSTEMS PLUS OFFICE SERVICE INC	STEELTON	PA	171
CREATIVE SUPPORTS INC	SAN RAMON	CA	945
LOFTS LLC	BATESVILLE	MS	386
IOWA ILLINOIS OFFICE SOLUTIONS	DAVENPORT	IA	528
ABILENE PRINTING CO	ABILENE	TX	796
OFFICE DESIGN GROUP	IRVINE	CA	926
OFFICE CENTER LIMITED	PORT OF SPAIN		
STOREY KENWORTHY CO	DES MOINES	IA	503
VERTICALSPACES INC	TORONTO	ON	M5R
SHEPPARDS BUSINESS INTERIORS	OMAHA	NE	681
CREATIVE OFFICE SOLUTIONS AND MORE	MIAMI	FL	331
YOUR OFFICE INC	TAMARAC	FL	333
MIDWEST OFFICE SUPPLY LLC	SPRINGFIELD	IL	627
CIME BUSINESS ENVIRONMENTS	MONTREAL	QC	H2Y
JBG DESIGN & DEVELOPMENT	CHASKA	MN	553
BARBOUR SPANGLE DESIGN GROUP INC	HIGH POINT	NC	272
C W CHASE LLC	ATLANTA	GA	303
AVENDRA REPLENISHMENT LLC	ROCKVILLE	MD	208
NEW HORIZONS OFFICE INTERIORS	LOUISVILLE	KY	402
DAVIS AND DAVIS INTERIOR DESIGN LLC	FARMINGTON HILLS	MI	483
HARKEL OFFICE FURNITURE LTD	VAUGHAN	ON	L4K
OFFICE FURNITURE TEAM	ADDISON	TX	750
WORKPLACE DESIGN	ROSEVILLE	CA	957
LORICK OFFICE PRODUCTS	COLUMBIA	SC	292
CMM INTERIOR ASSOCIATES INC	SHREWSBURY	MA	015
CLARA I BROWN INTERIORS INC	COLUMBUS	OH	432
WYNN DESIGN AND DEVELOPMENT	LAS VEGAS	NV	891
RKR & ASSOCIATES	OCALA	FL	344
OPEN SPACE SA	LIMA 27		
OFFICE EXPRESS	TROY	MI	480
OFFICE OUTFITTERS & PLANNERS INC	GRAND JUNCTION	CO	815
DECO DESIGNS SYSTEMS FURNITURE INC	SAN JOSE	CA	951
GLOBAL COMMERCIAL FURNISHINGS INC	WELLINGTON	FL	334
GOVSOLUTIONS INC	VIRGINIA BEACH	VA	234
ADVANTAGE OFFICE PRODUCTS	JACKSONVILLE	FL	322
VISIONARY OFFICE FURNITURE LLC	EVERETT	WA	982
SCS INTEGRATED SUPPORT SOLUTIONS LLC	MANASSAS	VA	201
COMPUTER FURNITURE SOLUTIONS INC	ATLANTA	GA	303
PARAMOUNT PURCHASING INC	COLLEGE PARK	GA	303
OFFICE INTERIORS INTERNATIONAL	COCONUT GROVE	FL	331
CARLSBAD INN	CARLSBAD	CA	920
GILBERT AND NIGHTINGALE	MISSISSAUGA	ON	L5J
INTEGRITY BUSINESS SOLUTIONS	GRAND RAPIDS	MI	495
GROUPE AMEUBLEMENT FOCUS INC	BOUCHERVILLE	QC	J4B
LOCKROWS BUSINESS	PLATTSBURGH	NY	129
ALLSTEEL INC	MUSCATINE	IA	527
COHEN AND COHEN FULL LINE OFFICE INTERIORS IN	OTTAWA	ON	K2E
LINES	DENVER	CO	802
DISCOUNT DESK AND OFFICE SUPPLY INC	CLEVELAND	OH	441
ENVALL ASSOCIATES	ALBUQUERQUE	NM	871

DESIGN SOURCE	SALT LAKE CITY	UT	841
KAD ASSOCIATES LLC	COLONIA	NJ	070
CCBOE LEWSTON ELEMENTRY	EVANS	GA	308
NAUTILUS DESIGN	KANSAS CITY	MO	641
MELL GROUP THE	BIRMINGHAM	AL	352
OFFICE INTERIORS BY OSCO INC	DECATUR	AL	356
HDB DESIGN GROUP	DAYTONA BEACH	FL	321
REMINGTON LODGING & HOSPITALITY LLC	DALLAS	TX	752
OFFICE PRODUCTS PLUS INC	RIDGELAND	MS	391
RICK PELLETIER	MONROE	CT	064
F I OFFICE INC	BILLERICA	MA	018
INTERIOR RESOURCE GROUP	OWINGS MILLS	MD	211
REGALMARK	BALTIMORE	MD	212
SELECT HOTELS GROUP	CHICAGO	IL	606
PAOLI	ORLEANS	IN	474
JONNA ASSOCIATES INC	BLOOMFIELD HILLS	MI	483
SPACES GROUP LLC	GERMANTOWN	TN	381
ADVANTAGE BUSINESS SYSTEMS	SAGINAW	MI	486
SMART OFFICE INTERIORS	SANTA BARBARA	CA	931
HOCOCHAN HOLDINGS INC	IDAHO FALLS	ID	834
CCI GROUP LLC	ANCHORAGE	AK	995
GAYLORD ENTERTAINMENT	NASHVILLE	TN	372
JASPER SEATING COMPANY INC	JASPER	IN	475
ABSOLUTE OFFICE OF OREGON	PORTLAND	OR	972
OFFICE ENVIRONMENT COMPANY	LOUISVILLE	KY	402
OFFICE FURNITURE SOLUTIONS LLC	SALT LAKE CITY	UT	841
FIRST CALL OFFICE PRODUCTS	GAITHERSBURG	MD	208
OREILLY OFFICE LLC	COLUMBUS	OH	432
ACTIVE OFFICE	FREDERICTON	NB	E3C
DUMANSKI OFFICE INTERIORS	SAULT STE MARIE	ON	P6B
SORENSEN OFFICE SOLUTIONS INC	MEBOURNE	FL	329
UNISPACE	MINNEAPOLIS	MN	553
ENWORK	LOWELL	MI	493
DEANNA ZIMMERMAN	SAN JOSE	CA	951
BLACKBURN OFFICE EQUIPMENT	BELLINGHAM	WA	982
SLM CONTRACT FURNITURE INC	SAN DIEGO	CA	921
WORKSPACE SOLUTIONS	GROVE CITY	PA	161
HI TOUCH BUSINESS SERVICES	NASHVILLE	TN	372
RT LONDON - SC	COLUMBIA	SC	292
GAYLORD BROS INC	SYRACUSE	NY	132
MARQUIS OFFICE INTERIORS	ST LAURENT	QC	H4T
AFFINITY OFFICE FURNITURE	COLUMBIA	MO	652
FACILITIES SOLUTIONS GROUP	RESTON	VA	201
WORKPLACE FURNITURE INC	MEMPHIS	TN	381
BORDEN OFFICE EQUIPMENT COMPANY	STEUBENVILLE	OH	439
WORKFLOW INTERIORS INC	WALTHAM	MA	024
VIRCO INC	CONWAY	AR	720
NORTHWESTERN COMMUNITY SERVICES	FRONT ROYAL	VA	226
FURNITURE SOLUTIONS FOR THE WORKPLACE	CINCINNATI	OH	452
BROWER STATIONERS INC	TROY	OH	453
ALPHA CORPORATE DESIGNS INC	VIRGINIA BEACH	VA	234
OFFICE FURNITURE CONCEPTS	WILKESBORO	NC	286
AMERICAN CAMPUS COMMUNITIES	AUSTIN	TX	787
CTI WORKING ENVIRONMENTS	MISSISSAUGA	ON	L5T
A D WYNNE CO INC	NEW ORLEANS	LA	701

WASHINGTON UNIVERSITY	ST LOUIS	MO	631
RT LONDON - WA	LACY	WA	985
RIEMENSCHNEIDER DESIGN ASSOCIATES INC	BRIGHTON	MI	481
LINES FURNITURE	WASHINGTON	DC	200
FINELINE FURNITURE	INDIANAPOLIS	IN	462
AUSTIN PEAY UNIVERSITY	CLARKSVILLE	TN	370
J2 OFFICE PRODUCTS	MISSOULA	MT	598
PROFESSIONAL BUSINESS INTERIORS	SILVER SPRING	MD	209
DIANE REMETA RILEY LLC	KNOXVILLE	TN	379
SOUTHERN TIER CONTRACT INCORPORATED	ELMIRA	NY	149
MARKETPLACE INTERIORS LLC	MT PLEASANT	SC	294
RGO OFFICE PRODUCTS PARTNERSHIP	CALGARY	AB	T2A
GL SOLUTIONS 3 LLC	ALBUQUERQUE	NM	871
ENVIRONMENTS THAT WORK	ST CHARLES	IL	601
SCOTTRICE	OKLAHOMA CITY	OK	
ECONOMICALLY CORRECT INC	MAPLE GROVE	MN	553
GET TO WORK LLC	NORTH LITTLE ROCK	AR	721
ESPACIO INTELIGENTE DE MEXICO SA DE CV	LOMAS DE CHAPULTEP	DF	110
OFW	MCKEES ROCKS	PA	151
ARIZONA FURNISHINGS	TOLLESON	AZ	853
HILLSMAN	ATLANTA	GA	303
GLOBAL DISTRIBUTORS INC	BETHESDA	MD	208
ARLINGTON COUNTY VIRGINIA	ARLINGTON	VA	222
ARIZONA OFFICE LIQUIDATORS AND DESIGNS	PHOENIX	AZ	850
BLUE HEN INC	SANFORD	FL	327
DESIGN PURCHASING NETWORK INC	NAPLES	FL	341
CUBICLES.COM	NEW YORK	NY	100
TECHNIGROUP USA	ANAHEIM	CA	928
TACTICAL OFFICE SOLUTIONS	HAMPTON	VA	236
DENVER EQUIPMENT CO OF CHARLOTTE INC	CHARLOTTE	NC	282
HAWDEN OFFICE DESIGN GROUP	ANAHEIM	CA	928
TECHNOLOGY DESKING INC	NEW YORK	NY	100
INTRASPACE INC	OAK PARK	IL	603
ELEMENT INTEGRATED WORKPLACE SOLUTIONS LTI	CALGARY	AB	T2G
THE OFFICE SHOP	MARKHAM	ON	L3R
INTERIOR FOCUS INC	LAKESWOOD	OH	441
HOPE DORSEY	DANA POINT	CA	926
OEC BUSINESS INTERIORS	GAINESVILLE	FL	326
DAUBMAN CORPORATE INTERIORS	POUGHKEEPSIE	NY	126
MODULAR DESIGNS	GRAY	TN	376
CONNEXIONS INC	ORLANDO	FL	328
HOSPITALITY BUYING GROUP			
COPPER LEAF INTERIORS	MARRIETA	OH	457
GULF SOUTH BUSINESS SYSTEMS AND CONSULTANT	BATON ROUGE	LA	708
NATIONAL OFFICE SUPPLIERS	LEXINGTON	KY	405
WORKSPACE ELEMENTS	SALT LAKE CITY	UT	841
AMOVO WORKPLACE ENVIRONMENTS LLC	MARKHAM	ON	L3R
NEW ENGLAND WOODCRAFT	FOREST DALE	VT	057
UNISPACE	ASTON	PA	190
TITLEMAX	SAVANNAH	GA	314
INDUSTRIES FOR THE BLIND INC	WEST ALLIS	WI	532
STUDIO M INTERIOR DESIGN	TAMPA	FL	336
NORTH SOUND INDUSTRIES	WOODINVILLE	WA	980
HST CORPORATE INTERIORS	NASHVILLE	TN	372
CATALYST	IRVINE	CA	926



MOMENTUM PROCUREMENT GROUP INC	PORTLAND	OR	972
ICON DESIGN INC	SALT LAKE CITY	UT	841
CHOICE OFFICE FURNITURE LTD	CALGARY	AB	T2H
INTEGRITY WHOLESALE FURNITURE LLC	VERMILION	OH	440
INNOVATIVE FURNITURE SOLUTIONS LLC	THOMASVILLE	GA	317
BUILT FOR DREAMS	LUBBOCK	TX	794
INTERPHASE OFFICE INTERIORS INC	GRAND RAPIDS	MI	495
LOUISIANA SCHOOL EQUIPMENT COMPANY LLC	BATON ROUGE	LA	708
PEGGY DYE & ASSOCIATES	BIRMINGHAM	AL	352
LORA ANTHONY	SANTA MONICA	CA	904
DAF NETWORKS	CIECRO	NY	130
DETROIT PENCIL COMPANY	TROY	MI	480
COMERCIAL DIMOBILI LIMITADA	VITACURA		
WILLIAM MORRIS OFFICE SOLUTIONS INC	CALGARY	AB	T2G
ASOKAN BUSINESS INTERIORS INC	GATINEAU	QC	J8X
SMART OFFICE ENVIRONMENTS LLC	BELLEVUE	WA	980
OFFICE FURNITURE SOLUTIONS	PUYALLUP	WA	983
NORTHWESTERN COMMUNITY SERVICES	WINCHESTER	VA	226
DECOR FURNISHINGS	SYRACUSE	NY	132
ATLANTA BUSINESS PRODUCTS INC	ATLANTA	GA	303
SOURCE ONE INTERNATIONAL INC	EVANSTON	IL	602
SFERRUZZA INTERIORS	GREENVILLE	MS	387
BRONTMANS CORPORATE DIMENSIONS	HENRIETTA	NY	144
WELLS DESIGN GROUP	BOCA RATON	FL	334
1ST CLASS SOLUTIONS	LUBBOCK	TX	794
BUSINESS INTERIORS INC	EL PASO	TX	799
LUCAS BUSINESS SOLUTIONS INC	CORDOVA	TN	380
WESTLINK INTERIORS	SALT LAKE CITY	UT	841
US BUSINESS INTERIORS INC	LARGO	MD	207
DESIGN SOURCE INC	RICHMOND	VA	232
FURNITURE GROUP THE	FRAMINGHAM	MA	017
ARCHITECTS PLUS	CINCINNATI	OH	452
OFFICE FURNITURE BARN INC	WILLOW GROVE	PA	190
HERITAGE OFFICE FURNISHINGS LTD	VANCOUVER	BC	V6P
TURNKEY PROJECT SERVICES LLC	FT WORTH	TX	761
INTERIOR ALLIANCE	FARMINGTON	UT	840
INTERIORS INC	SANTA ROSA	CA	954
STRATEGIC WORKPLACE SOLUTIONS	PORTLAND	OR	972
JENNIFER SARANTAKIS INC	DORAL	FL	331
LERDAHL BUSINESS INTERIORS INC	MIDDLETON	WI	535
DIVERSIFIED OFFICE SOLUTIONS INC	PARLIN	NJ	088
MORE SPACE PLACE	SARASOTA	FL	342
8 X 8 OFFICE FURNITURE AND DESIGN LLC	OAKLAND	CA	946
MORRISON DESIGN INC	SARASOTA	FL	342
ATLANTA OFFICE SOURCE	ATLANTA	GA	303
BLUE SKIES FURNITURE	COLORADO SPRINGS	CO	809
VENTURE ENTERPRISES	CHANDLER	AZ	852
HERSHA SUPPLY MANAGEMENT	HARRISBURG	PA	171
1 DESIGN STUDIO LLC	MARRIETTA	GA	300
CREATIVE COMMERCIAL INTERIORS	ROSEVILLE	CA	957
FIRESIDE OFFICE PRODUCTS INC	BISMARCK	ND	585
GEOMAR INTERIORS INC	LACHINE	QC	H8R
OFFICE SOLUTIONS BUSINESS PRODUCTS & SERVICE	YORBA LINDA	CA	928
LOGISTICS SUPPORT GROUP	ALBANY	GA	317
CORNER OFFICE AZ INCORPORATED	PHOENIX	AZ	850

BECKLEY OFFICE EQUIPMENT	KOKOMO	IN	469
BURKE AND MICHAEL INC	PITTSBURG	PA	152
TACTICAL OFFICE SOLUTIONS	GROVELAND	MA	018
STUART WALSTON INC	WILSON	NC	278
INTERIOR DESIGN ENVIRONMENTS ASSOCIATES INC	LADERA RANCH	CA	926
CHARLES RITTER CO	MANSFIELD	OH	449
DNP DESIGNS AND INTERIORS	BATON ROUGE	LA	708
SHARP SCHOOL SERVICES INC	HOBART	IN	463
OFFICE FURNITURE THAT WORKS LTD	GRAPEVINE	TX	760
EN4ORM OFFICE INTERIORS	COSTA MESA	CA	926
WORKSPACES NYC LLC	NEW YORK	NY	100
DIMARINO SIGNATURE FLOOR STUDIO	TIERRA VERDE	FL	337
CDM CONSTRUCTORS INC	SYRACUSE	NY	132
NORTHWEST MODULAR SYSTEM FURNITURE	TUKWILA	WA	981
OFFICE & ERGONOMIC SOLUTIONS INC	RANCHO CUCAMONGA	CA	917
SCOTTSDALE RESORT & CONFERENCE CENTER	SCOTTSDALE	AZ	852
LAHARPES OFFICE INTERIORS	LITTLE ROCK	AR	722
STRONG OFFICE FURNITURE	WALKER	MI	495
CONTRACT SOURCE INTERIORS	GOLD HILL	OR	975
OFFICE SERVICES INC	SAVANNAH	GA	314
NATIONAL PREMIER PARTNERS INC	NEWTON	MA	024
PRESBYTERIAN HEALTHCARE SERVICES	ALBUQUERQUE	NM	871
PIEDMONT FACILITIES SERVICES INC	WINSTON SALEM	NC	271
SAMPE	COVINA	CA	917
COUNTY OF WARREN	FRONT ROYAL	VA	226
BETTER BUSINESS PRODUCTS INC	HAVERTOWN	PA	190
GARVEYS OFFICE PRODUCTS	NILES	IL	607
HORIZON BLINDS AND MORE LLC	ALBUQUERQUE	NM	871
WORKPLACE ENVIRONMENTS LTD	GRAND CAYMAN	AP	K1
DESIGN BY RAZZ LLC	MOUNT PLEASANT	MI	488
J CARTER AND COMPANY	BIRMINGHAM	AL	352
N POWELL COMPANY	WEIRTON	WV	260
STRICKLAND COMPANIES	BIRMINGHAM	AL	352
SENA HOSPITALITY DESIGN INC	ORLANDO	FL	328
TURNING POINT COLLECTION LLC	GREENVILLE	DE	198
MARATHON BUILDING ENVIRONMENTS	COLUMBIA	MO	652
DESIGNMIND LLC	JACKSONVILLE	FL	322
POI BUSINESS INTERIORS INC	MARKHAM	ON	L3R
DPDLLC - E&S	ANN ARBOR	MI	481
JAIN MALKIN INC	SAN DIEGO	CA	921
BOLD OFFICE SOLUTIONS	OMAHA	NE	681
ABERDEEN SCHOOL & OFFICE SUPPLIES LLC	ABERDEEN	SD	574
WORKSPACE LTD	SPARKS	NV	894
AMERICAN UNIVERSITY	WASHINGTON	DC	200
OFFICE FURNITURE CONCEPTS LLC	NASHVILLE	TN	372
QCA WORKPLACE	SAN JOSE	CA	951
HARRISONBURG ROCKINGHAM SERVICES BOARD	HARRISONBURG	VA	228
ROCHESTER OFFICE INTERIORS	PITTSFORD	NY	145
NEESER CONSTRUCTION INC	ANCHORAGE	AK	995
MULHOLLAND ART AND DESIGN	TUCSON	AZ	857
CDS OFFICE PRODUCTS INC	COSTA MESA	CA	926
ESOARC STUDIO PLC	FALLS CHURCH	VA	220
XEK CONTRACT FURNITURE INC	TRENTON	ON	K8V
MITRE CORPORATION THE	BEDFORD	MA	017
J THAYER COMPANY	LAKE OSWEGO	OR	970

METROSPACE DESIGN GROUP INC	LAS VEGAS	NV	891
TURNER OFFICE RESOURCES	SHOREVIEW	MN	551
COLLINS OFFICE SUPPLY	CHARLESTON	SC	294
NATIVE AMERICAN BUILDERS LLC	PHOENIX	AZ	852
NEUTRAL POSTURE INC	BRYAN	TX	778
SMART BUY OFFICE FURNITURE	VERO BEACH	FL	329
NFUSION DESIGN STUDIO LLC	NASHVILLE	TN	372
OBJEKTS LLC	SEATTLE	WA	981
ARNOT OGDEN MEDICAL CENTER	ELMIRA	NY	149
KING COUNTY HOUSING AUTHORITY	TUKWILA	WA	981
METRO CONTRACT GROUP	SAN JOSE	CA	951
OFFICE PRODUCTS CENTER INC	CARROLL	IA	514
BRANNON BUSINESS SYSTEMS INC	JAMESTOWN	NC	272
CHURCH ASSOCIATES	LOUISVILLE	KY	402
TRIUM MOBILIER DE BUREAU INC	MONTREAL	QC	H3K
CONTRACT PURCHASING & DESIGN INC	BOCA RATON	FL	334
EOE FURNITURE	CINCINNATI	OH	452
VOCON DESIGN INC	CLEVELAND	OH	441
ANTON GROUP LLC	MINNEAPOLIS	MN	554
WORKPOINTE	SEATTLE	WA	981
FM OFFICE EXPRESS	EAST ROCHESTER	NY	144
GRASSROOTS CONTRACT INTERIORS	BUFFALO	NY	142
TEXAS SOUTHEAST	HOUSTON	TX	770
MICHELE RANKIN	AUSTIN	TX	787
OFFICE FURNITURE SOURCE LLC	FARMERS BRANCH	TX	752
HIGHLAND SCHOOL	WARRENTON	VA	201
CHRISTENDOM COLLEGE	FRONT ROYAL	VA	226
LISMAN STUDIO INC	SALT LAKE CITY	UT	841
OFFICE LIQUIDATION INC	ORLANDO	FL	328
VIKING OFFICE SUPPLY INC	ALEXANDRIA	MN	563
APEX FILING SOLUTIONS	ELK GROVE	CA	957
FLUID INTERIORS	MINNEAPOLIS	MN	554
A HICKMAN DESIGN	FREDERICKSBURG	VA	224
AIREA	FARMINGTON HILLS	MI	483
PURCHASING SOLUTIONS INTERNATIONAL	FORT WORTH	TX	761
MCCARTHYS OFFICE FURNITURE	NEPEAN	ON	K2E
WEGMAN DESIGN GROUP	NAPLES	FL	341
LOUDOUN COUNTY SANITATION AUTHORITY	ASHBURN	VA	201
SANDYS OFFICE SUPPLY INC	ASPEN	CO	816
HENRY HALL OFFICE PRODUCTS	INDIANA	PA	157
BII DOMINICANA S A	SANTO DOMINGO		
CAMPBELL BUSINESS FURNITURE	CALGARY	AB	T2J
OFFICESCAPE INC	VANCOUVER	WA	986
COMMERCIAL FURNISHINGS AND MORE LLC	CEDAR RAPIDS	IA	524
PUETZ CORPORATION	MITCHELL	SD	573
FREDERICK COUNTY PUBLIC SCHOOLS	WINCHESTER	VA	226
INSIGHT CHICAGO	OAK BROOK	IL	605
DENISE FERRIER DESIGN AND PLANNING	SAN CLEMENTE	CA	926
MARGEN DESIGNS INC	SEAFORD	NY	117
E J WOLBER INC	NAPLES	FL	341
INTERIOR RESOURCES LLC	DALLAS	TX	752
CORNERSTONE OFFICE	FAIRFAX	VA	220
KRUEGER INTERNATIONAL DE MEXICO	MEXICO	DF	116
BKM OFFICEWORKS	SAN DIEGO	CA	921
STIR	DENVER	CO	802

HEALTH CARE REIT INC	BRENTWOOD	TN	370
CREATIVE OFFICE PAVILION-NY	NEW YORK	NY	100
PURE OFFICE ENVIRONMENTS LLC	NORCROSS	GA	300
CORNERSTONE INTERIORS INC	FISCO	TX	750
HON COMPANY THE	MUSCATINE	IA	527
HOWINGTON OFFICE PRODUCTS LLC	PEMBROKE	NC	283
RWA OFFICE DESIGN SOLUTIONS LLC	CAMPBELL	CA	950
WIST OFFICE PRODUCTS	TEMPE	AZ	852
KG HOTEL PARTNERS	BOSTON	MA	021
JILL ELEAZER SOKOL INTERIOR DESIGN	ST PETERSBURG	FL	337
CALIBER OFFICE FURNITURE	REDDING	CA	960
CF & S LLC	DAYTON	OH	454
JACOBY PAWLOWSKI TREXLER ARCHITECTS	JOHNSTOWN	PA	159
CONNECT PEOPLE & SPACE	DENVER	CO	802
ECLECTIC INTERIORS INC	MEMPHIS	TN	381
SENSIBLE OFFICE SOLUTIONS	MINNEAPOLIS	MN	554
SCI INTERIORS LTD	MARKHAM	ON	L3R
BUFFALO OFFICE INTERIORS INC	BUFFALO	NY	142
CREATIVE OFFICE SYSTEMS OF NEW YORK INC	CLIFTON PARK	NY	120
LAFAYETTE MATERIALS MGMT CO	LAFAYETTE	IN	479
PHH MORTGAGE	MOUNT LAUREL	NJ	080
LRK INC	MEMPHIS	TN	381
BRODWILL INC	CINCINNATI	OH	452
TOWER FURNITURE SALES	LAWRENCE	NY	115
SIRI PROCUMENT LLC	PHOENIX	AZ	850
ADVANCED ERGONOMIC CONCEPTS	ST LOUIS	MO	631
PMC COMMERCIAL INTERIORS	MORRISVILLE	NC	275
FORD HOTEL SUPPLY CO	ST LOUIS	MO	631
PREMIER FURNISHING SOLUTIONS	NEWBURGH	IN	476
INTERIOR OFFICE SOLUTIONS INC	PORTLAND	OR	972
CONTRACT FURNISHINGS	KANSAS CITY	MO	641
TEXAS OFFICE PRODUCTS	AUSTIN	TX	787
INTERIOR OFFICE SOLUTIONS	ALBUQUERQUE	NM	871
INTERIOR CONCEPTS OF DENVER LLC	DENVER	CO	802
DESIGN INC	SIOUX FALLS	SD	571
BUILDING BLOCK INTERIORS INC	DANVILLE	CA	945
OPTIMA LLC	RAPID CITY	SD	577
AMCASE	WINSTON SALEM	NC	271
SCHOOL EQUIPMENT INC	ALBUQUERQUE	NM	871
PENCARE MEDICAL SUPPLY LLC	WARRENSVILLE	NC	286
DESIGN RESOURCE GROUP THE	ALTAMONTE SPRINGS	FL	327
ARIZONA CONTRACT SERVICES	MESA	AZ	852
A & D DESIGNS LLC	PHOENIXVILLE	PA	194
STUDIO 121	NASHVILLE	TN	372
PENCILS PLUS INC	LOCUST VALLEY	NY	115
CITY OF LACEY	LACEY	WA	985
GLB INTERIORS LLC	BUFFALO	NY	142
CVC HOSPITALITY INC	ORLANDO	FL	328
DAMERON PIERSON LLC	METAIRIE	LA	700
SNAP OFFICE	ALLENDALE	MI	494
CAROLINA FURNISHING PLUS DESIGN	WEST END	NC	273
T J DISTRIBUTORS INC	FOREST HILL	MD	210
JP INTERIORS	LUDLOW	KY	410
ONLY LIBRARIES LTD	CINCINNATI	OH	452
BDP CO U.S INC	WELLINGTON	FL	334

HPS MI INC	MIDDLEVILLE	MI	493
UPRIGHT INTERIORS FOR BUSINESS LLC	SCHAUMBURG	IL	601
STEVEN L COHEN AND ASSOCIATES	FORT LAUDERDALE	FL	333
ABSOLUTE OFFICE SOLUTIONS	EL DORADO HILLS	CA	957
DEVENS HOSPITALITY LLC	OVERLAND PARK	KS	662
CARVER & ASSOCIATES	ATLANTA	GA	303
INTEGRATED ENVIRONMENTS	WEST CHESTER	PA	193
UNISPACE SEATTLE LLC	SEATTLE	WA	981
DIANE BISHOP INTERORS LLC	BLUE BELL	PA	194
MARKETSHARE INC	MILPITAS	CA	950
CAPITOL OFFICE INTERIORS LIMITED	NEPEAN	ON	K2E
AMERICAN HOTEL REGISTER CO	VERNON HILLS	IL	600
JANET OTT INC	CLEARWATER	FL	337
F&S SUPPLY & FURNITURE LLC	DAYTON	OH	454
FURNITURE INSITES	MANOTICK	ON	K4M
HORST REALTY CO	HERSHEY	PA	170
KESSLER COLLECTION THE	ORLANDO	FL	328
GEORGIA BUSINESS SYSTEMS	NORCROSS	GA	300
RJE BUSINESS INTERIORS	CINCINNATI	OH	452
FAUQUIER COUNTY GOVERNMENT	WARRENTON	VA	201
OFFICE DESIGN AND FURNISHINGS	YPSILANTI	MI	481
DWG & ASSOCIATES	ST. PETE BEACH	FL	337
FREMONT UNION HIGH SCHOOL DISTRICT	SUNNYVALE	CA	940
TRISTATE OFFICE PRODUCTS CO	BAINBRIDGE	GA	398
CONTEMPORARY BUSINESS INTERIORS LLC	BELCAMP	MD	210
WAYNE ARC	NEWARK	NY	145
COMMONWEALTH TRADING PARTNERS INC	ALEXANDRIA	VA	223
MSC INDUSTRIAL DIRECT	CHATTANOOGA	TN	374
FOLEY DESIGN ASSOCIATES	EASPOINT	GA	303
INNVISION	GRIFFIN	GA	302
APPLE REIT EIGHT INC	LAFAYETTE	CO	800
UPPER PANAMA	SAN FRANCISCO CUIDA		
MARRIOTT SAWGRASS/CO GERRY BROWN & ASSOC	CHICAGO	IL	606
INLAND AMERICAN LODGING BURLINGAME	ORLANDO	FL	328
YOUR OFFICE CONNECTION	WESTTOWN	PA	193
NELSON INTERIORS LLC	SAN ANTONIO	TX	782
FLOOD BROTHERS INC	ATLANTA	GA	303
BIG SKY DESIGN	WILMINGTON	NC	284
ZIMMERMAN SCHOOL EQUIPMENT	BLACKLICK	OH	430
MOSAIC DESIGN STUDIO	COLUMBUS	OH	432
EDUCATIONAL FURNISHINGS CO	SUNBURY	PA	178
UPPER CANADA OFFICE SYSTEMS LIMITED	KINGSTON	ON	K7M
V4 PROPERTIES LLC	MYRTLE BEACH	SC	295
LUCKETT & FARLEY	LOUISVILLE	KY	402
DRENNAN EQUIPMENT	LOUISVILLE	KY	402
CHARLESTON COMMERCIAL INTERIORS	MT PLEASANT	SC	294
CAPSTONE REAL ESTATE INVESTMENTS	BIRMINGHAM	AL	352
CHANDLER MEMORY CARE	HENDERSONVILLE	TN	373
SHL LINCOLNSHIRE LLC	ITASCA	IL	601
STUDIO ROUGE INTERIORS	MARIETTA	GA	300
CARPENTER SMITH SOUTHWEST	DALLAS	TX	752
CHARTER SCHOOL OF THE DUNES THE	GARY	IN	464
GBSN DESIGN	MEMPHIS	TN	381
ENTERPRISE FURNITURE CONSULTANTS	BALTIMORE	MD	212
CONNIE COULTRAP & ASSOCIATES	COLUMBUS	OH	432

CED SOLUTIONS	ORANGE	CA	928
DESIGN SPECIALISTS	E. SYRACUSE	NY	130
ENVISIONEERING	ALEXANDRIA	VA	223
FWH II LITTLE ROCK LLC	COLUMBIA	MD	210
COLUMBUS PAPER & COPY SUPPLY	COLUMBUS	OH	432
A E ROBY INC	KENTON	OH	433
HUDSON OFFICE SUPPLY INC	DOTHAN	AL	363
BASS & BASS APPRAISERS & DESIGNERS LLC	TALLAHASSEE	FL	323
LANG AND SCHWANDER	MIAMI	FL	331
BAYWOOD HOTELS	GREENBELT	MD	207
FOCUS DESIGN INTERIORS INC	ATLANTA	GA	303
TJNG PARTNERS INC	ORLANDO	FL	328
FINAL ASSEMBLY INC	GARDEN GROVE	CA	928
SITEL WORLDWIDE CORPORATION & AFFILIATES	NASHVILLE	TN	372
QUERNEYS OFFICE PLUS	SUDBURY	ON	P3C
STRONGPROJECT INC	EL SEGUNDO	CA	902
PLATINUM CARE INC	BROOKLYN	NY	112
TMG CONSTRUCTION	PURCELLVILLE	VA	201
INTERSPECS INC	GRAYSON	GA	300
BRANTLEIGH SERVICES INC	ALEXANDRIA	VA	223
CA ANAHEIM HOLDINGS LLC	BOULDER	CO	803
KTTT	ATLANTA	GA	303
ASPEN GOLD LLC	CENTERVILLE	UT	840
AGENDA OFFICE INTERIORS	VICTORIA	BC	V8Z
AQUEST DESIGN	POINTE-CLAIRE	QC	H9R
PAPSA DEL BAJIO S A P I DE CV	LOMAS ALTAS	DF	119
ASHENHURST PARTNER GROUP LLC	PARK RIDGE	IL	600
OFFICE 360 INC	INDIANAPOLIS	IN	462
NC STUDIO	MIAMI	FL	331
BEYOND BLUE INTERIORS	RALEIGH	NC	276
OFFICE FURNITURE 4 LESS LLC	OCALA	FL	344
RESOURCE OFFICE PRODUCTS INC	ALBUQUERQUE	NM	871
GUERNSEY OFFICE PRODUCTS	HARRISBURG	PA	171
OFFICE PARTNERS INC	BIRMINGHAM	AL	352
COTHRAN HARRIS ARCHITECTURE	WILMINGTON	NC	284
PRIMUS GROUP INC THE	OVERLAND PARK	KS	662
OFFICE BARGAIN CENTER 2011 LLC	POMPANO BEACH	FL	330
SAVE YOUR CHURCH MONEY.COM	BRYAN	OH	435
ACCURATE OFFICE SUPPLY COMPANY	CAROL STREAM	IL	601
OFFICESOURCE LTD	SAN ANTONIO	TX	782
LQ MANAGEMENT LLC	SAN ANTONIO	TX	782
JLW KEY WEST I LLC	ATLANTA	GA	303
DISTRIMAR INC	BLAINVILLE	QC	J7C
CITY OF SAN MARINO	SAN MARINO	CA	911
CONTRACT FURNITURE INC	TAMPA	FL	336
PARADISE PURCHASING LLC	GULFSHORES	AL	365
NCITE INC	NEWPORT BEACH	CA	926
POULIOT ENVIRONNEMENT COMMERCIAL INC	QUEBEC	QC	G2E
LOUISVILLE OFFICE FURNITURE	LOUISVILLE	KY	402
HORIZON DESIGN SERVICES	OTTAWA	ON	K1T
BOTANICA LLC	SALT LAKE CITY	UT	841
IMPACT OFFICE INTERIORS INC	SYCAMORE	IL	601
APEX OFFICE PRODUCTS INC	TAMPA	FL	336
QBICO CREATIVO SA	POZOS SANTA ANA SAN		
A-1 KENNEWICK, LLC	SEATTLE	WA	981

PEACHTREE COLUMBUS III LLC	ATLANTA	GA	303
QUINN EVANS	ANN ARBOR	MI	481
OPEN MIND INTERIORS LTD	THUNDER BAY	ON	P7E
DESIGNER SERVICES INC	MARRIETTA	GA	300
AVATAR TEXTILES INC	SALT LAKE CITY	UT	841
CMR & CO LTD	MARABELLA TRINIDAD		
METROPOLITAN OFFICE INTERIORS	RIGAUD	QC	J0P
BLAU OFFICE FURNITURE LLC	JERSEY CITY	NJ	073
EVERYTHING OFFICE LTD	TOLEDO	OH	436
OFFICEWORKS OF NEW ENGLAND INC	YORK	ME	039
QUALITY OFFICE SOLUTIONS INC	CASPER	WY	826
FAULKNER DESIGN GROUP INC	DALLAS	TX	752
BRIAN GOFF INTERIOR DESIGN	REXBURG	ID	834
INSPACES	CINCINATI	OH	452
WESNIC INC	JACKSONVILLE	FL	322
ARIO INC	WHEELING	IL	600
TOPS TOTAL OFFICE PRODUCTS LTD	KELOWNA	BC	V1X
COMMUNITY HEALTH CARE INC	DAVENPORT	IA	528
PERISTYLE LLC	BALTIMORE	MD	212
SUDDATH OFFICE SOLUTIONS	JACKSONVILLE	FL	322
ZOOM INC	ROCKVILLE	MD	208
GREENWOOD FLOOR & GREAT IMPRESSIONS DESIG	MARION	OH	433
MCCALL INTERIORS	MOBILE	AL	366
CHERGO INC	MONTREAL	QC	H8N
EVO BUSINESS ENVIRONMENTS	LITTLE ROCK	AR	722
ATLANTIC GROUP LA LLC	LOS ANGELES	CA	900
DESIGNTECH IDS INC	SACRAMENTO	CA	958
LINK INTERIORS	MORGANTOWN	PA	195
INNERPLAN INC	N LITTLE ROCK	AR	721
HERITAGE OFFICE FURNISHINGS KELOWNA	KELOWNA	BC	V1X
HERITAGE HOSPITALITY SUPPLY DESIGN LTD	VANCOUVER	BC	V6P
SPRINGHILL SUITES	LITTLE ROCK	AR	722
ROCKFORD PUBLIC SCHOOL DISTRICT	ROCKFORD	IL	611
SPRINGHILL SUITES	MORRESVILLE	NC	281
XYBIX SYSTEMS INC	LITTLETON	CO	801
FACILITY SERVICES PBI	NEW PORT BEACH	CA	926
CRE8 WORKPLACE ENVIRONMENTS	ORANGEVALE	CA	956
RUBANCO LTEE	LONGUEUIL	QC	J4G
INTEGRITY FURNITURE	LONGVIEW	TX	756
GUY BROWN INTERIORS	BRENTWOOD	TN	370
A TO Z FACILITY SOLUTIONS LLC	COLUMBIA	MO	652
KERR ALBERT OFFICE SUPPLY	PORT HURON	MI	480
FM OFFICE ENVIRONMENTS	EAST ROCHESTER	NY	144
HILTON SUPPLY MANAGEMENT	MCLEAN	VA	221
INNERSPACE INTERIOR DESIGN LLC	DUBAI		
CADTEK DESIGN STUDIO LLC	GURNEE	IL	600
DENISE HAMILTON INTERIOR PLANNING DESIGN	RANCHO SANTA MARG	CA	926
ROSE CITY OFFICE FURNISHINGS	PORTLAND	OR	972
OFR GROUP	SAN MATEO	CA	944
GLOBAL WORKPLACE SOLUTIONS FFE LLC	WEST CHESTER	OH	450
WYCLIFFE ENTERPRISES INC	FREDERICK	MD	217
BUSINESS RESOURCE INC	SARASOTA	FL	342
HOTEL INDIGO SARASOTA	ATLANTA	GA	303
P FOUR	LANHAM	MD	207
SPRINGHILL SUITES PITTSBURG	CORDOVA	TN	380

THE OFC GROUP INC	PLANO	TX	750
KAREN L BENSON INTERIOR DESIGN	FORT MYERS	FL	339
WORKSPACE COMMERCIAL INTERIORS	COON RAPIDS	MN	554
INTERIOR RESOURCES 2	SCOTTSDALE	AZ	852
THOMA-HOLEC DESIGN LLC	MESA	AZ	852
CHESAPEAKE LODGING TRUST PARENT	LAFAYETTE	CO	800
CM ACCOMMODATION SERVICES INC	RUSSELL	ON	K4R
WEST WINDSOR PARKING AUTHORITY	PRINCETON JUNCTION	NJ	085
BUSINESS FURNITURE & INTERIORS INC	KINGSTON	WA	983
NEWPORT RAMSEY LLC DBA FAIRFIELD INN AND SU	WILLIAMSBURG	VA	231
WES RUS LLC	COTTONWOOD HEIGHTS	UT	841
COUNTRYSIDE FURNITURE INC	MASSILLON	OH	446
KIRK GROSS COMPANY	WATERLOO	IA	507
OTTAWA OFFICE WORKS INC	OTTAWA	ON	K1Y
ALPHA OMEGA SHELVING, INC	CARNEGIE	PA	151
HAZEL TREE INTERIORS	AKRON	OH	443
BW BOULDER, LLC	LAFAYETTE	CO	800
CURRIMBOHOY & CASSIDY	NEW YORK	NY	100
THE CATHOLIC UNIVERSITY OF AMERICA	WASHINGTON	DC	200
899 NORA	ORLANDO	FL	328
CAP COM FEDERAL CREDIT UNION	ALBANY	NY	122
MONARCH OFFICE SUPPLY INC	WINDSOR	ON	N8W
UNISPACE INC	WESTWOOD	MA	020
SW OFFICE DESIGN	OREM	UT	840
THE JOYCE GROUP	GREENSBORO	NC	274
MILL DISTRIBUTORS	AURORA	OH	442
NORTH GEORGIA MOUNTAIN AUTHORITY	ATLANTA	GA	303
NEW HORIZONS HOSPITALITY	HOUSTON	TX	770
MC OFFICE FURNITURE	MAPLEWOOD	NJ	070
TOWN OF LEESBURG	LEESBURG	VA	201
BUREAUTIQUE N MALTAIS INC	SHERBROOKE	QC	J1N
PROCUREMENT MANAGEMENT	RALEIGH	NC	276
CALTRON BUSINESS MACHINES LTD	RICHMOND	BC	V6V
INDOFF INC	RICHMOND	BC	V7E
OFFICE INTERIORS	DARTMOUTH	NS	B3B
SPRINGHILL SUITES GAINESVILLE	CENTENNIAL	CO	801
COUNTY OF ST CLAIR MICHIGAN	PORT HURON	MI	480
HAMMOCK DECOR	FLAGLER BEACH	FL	321
WYOMING OFFICE PRODUCTS	CASPER	WY	826
AL STONE OPERATING LLC	CARMEL	NY	105
COMMERCIAL FURNITURE SOLUTIONS, INC	TEMPLE	TX	765
FURNITURE WHOLESALE GROUP LLC	GUNTER	TX	750
SYSTEMS SALES COMPANY INC	GREENVILLE	NC	278
THE ANDERSON GROUP	BIRMINGHAM	AL	352
WB BRAWLEY CO	WILMINGTON	NC	284
AMG SPECIALTY HOSPITAL PARK PLACE	LAFAYETTE	LA	705
MARTIN PUBLIC LLC	WORHTINGTON	OH	430
RESEAU-BUREAUTIQUE	MONTREAL	QC	H4C
GRAND RAPIDS MARRIOTT COURTYARD	CENTENNIAL	CO	801
ART OF INTERIOR, INC	RALEIGH	NC	276
FC CANAL OPERATING LLC	CARMEL	NY	105
4ORM STUDIO	SILVIS	IL	612
UNISPACE	COLUMBUS	OH	432
SWETMON & ASSOCIATES	LONGWOOD	FL	327
W H OSWALT CO INC	MANSFIELD	OH	449



OSBORNE AND ASSOCIATES	RICHMOND	VA	232
OCSA	LAS VEGAS	NV	891
SOUTH ARKANSAS BUSINESS SOLUTIONS	PINE BLUFF	AR	716
PINNACLE OFFICE FURNITURE	NAPLE	FL	341
BRISTOL CONSTRUCTION SERVICES	ANCHORAGE	AK	995
KIKS OFFICE PARTNERS INC	NORTH ROYALTON	OH	441
BLUE WATER AREA TRANSPORTATION COMMISSION	PORT HURON	MI	480
PREMIER PURCHASING & DESIGN	MECHANICSBURG	PA	170
HOSEA PROJECT MOVERS	NEWPORT	KY	410
INTERIORS BY MOYANNE	LYNCHBURG	VA	245
BRAD BUTLER & ASSOCIATES	NEW ALBANY	OH	430
PROGRESSIVE AE	GRAND RAPIDS	MI	495
GLAVE'S & HOLMES ARCHITECTURE	RICHMOND	VA	232
WEINBERGERS FURNITURE	AUGUSTA	GA	309
DETAILS	CUMMING	GA	300
BUREAU EXTRA TECHNIQUE INC	LACHINE	QC	H8T
THE LOS ANGELES KINGS HOCKEY CLUB LP	EL SEGUNDO	CA	902
KDA FURNITURE & INTERIORS	HUNTERTOWN	IN	467
THE HOTEL DESIGN GROUP	ORLANDO	FL	328
STERLING PARK RESCUE SQUAD	STERLING	VA	201
CREATIVE COMBINATIONS INC	PARKLAND	FL	330
LOUDOUN COUNTY PUBLIC SCHOOLS	ASHBURN	VA	201
OMNI PACIFIC	EL CAJON	CA	920
CONSER OFFICE SOLUTIONS	JACKSONVILLE	FL	322
MODULAR OFFICE ENVIRONMENTS	OAKLAND PARK	FL	333
5 STAR OFFICE FURNITURE INC.	AVONDALE ESTATES	GA	300
INTERSTATE OFFICE PRODUCTS	SIOUX FALLS	SD	571
A MARIS DESIGN	CINCINNATI	OH	452
JACKSON INTERIORS	PARK HILLS	KY	410
V&F OFFICE PRODUCTS	SPRINGFIELD	VA	221
SCM TRANSCEND LLC	SAN JUAN	PR	009
CARON KELLY INTERIORS	STUART	FL	349
NEWPORT HOSPITALITY GROUP	WILLIAMSBURG	VA	231
WORKSCAPE LLC	BATH	OH	442
R&L OFFICE FURNITURE LLC	PARAMUS	NJ	076
AMO OFFICE FURNITURE LLC	FORT WAYNE	IN	468
INTERIORS INC	LANCASTER	PA	176
G & F INTERIOR DESIGN	PLANTATION	FL	333
FORM AND FUNCTION	BAY CITY	MI	487
TRI STATE OFFICE INTERIORS	NEW YORK	NY	101
WHITE LODGING AS AGENT	MERRILLVILLE	IN	464
GLOVER FURNITURE & DESIGN GROUP INC	TOWSON	MD	212
SIMON FOX & COMPANY	PLYMOUTH MEETING	PA	194
DPOP!	DETROIT	MI	482

### References

Provide a minimum of ten (10) customer references for product and/or services of similar scope dating within the past three (3) years. Please try to provide an equal number of references for K12, Higher Education and City/County entities. Provide the following information for each reference:

Entity Name

Contact Name and Title

City and State

Phone Number

Years Serviced

Description of Services

Annual Volume

**Please see the attached References Document included in our Bid Response**

Exemplis Corporation  
6415 Katella Avenue  
Cypress, California  
90630

Region 4 ESC/TCPN RFP Solicitation Number 14-22; Furniture and Installation

## REFERENCES

- 1) H&R Block
  - a. Customer Contact: Joel Barnes, Director of Office Environment & Construction
  - b. Phone: 816-854-4820
  - c. Email: [jobarnes@hrblock.com](mailto:jobarnes@hrblock.com)
  - d. Annual volume: \$4 MM - \$5 MM
  - e. Product Mix: Focus Task Chairs
  - f. Years serviced: 5
- 2) Social Security Administration (SSA)
  - a. Customer Contact: Ralph Holzman, Purchasing Officer, SSA
  - b. Phone: 410-965-9261
  - c. Email: [ralph.holzman@ssa.gov](mailto:ralph.holzman@ssa.gov)
  - d. Annual volume: \$750,000 - \$1.4 MM
  - e. Product Mix: Focus Task, ReAlign, Wit, Torsa, Freelance, InFlex, Focus Side, Achieve, Rowdy & OnCall
  - f. Years serviced: 2 years at current volume; 10 years total
- 3) Department of Homeland Security, (DHS)
  - a. Customer Contact: Marvin Miller, Project Manager, USCG
  - b. Phone: 202-475-5649
  - c. Email: [Marvin.H.Miller@uscg.mil](mailto:Marvin.H.Miller@uscg.mil)
  - d. Volume: \$1.3 MM in FY13
  - e. Product Mix: Focus Family, Prava, InFlex, Volley, OnCall primarily, but other items, too.
  - f. Years Serviced: 4
- 4) US Patent & Trade Office
  - a. Marla Robinson, Senior Procurement Manager
  - b. Phone: 571-272-5057
  - c. Email: [marla.robinson@uspto.gov](mailto:marla.robinson@uspto.gov)
  - d. Volume: \$350,000 in FY14; \*recently awarded new 3 year BPA for 9,000 chairs with estimated revenue of \$3,000,000
  - e. Product Mix: Focus task, Focus side and Torsa Task chair
  - f. Years Serviced: 3
- 5) City of Suffolk, VA.
  - a. Customer Contact: Gerry Jones, Director, Capital Programs
  - b. Phone: 757-514-4032

- c. Email: [gjones@suffolkva.us](mailto:gjones@suffolkva.us)
- d. Volume: \$2.5 MM in office furniture spend in FY14, \$300,000 of that amount was spent on Exemplis Corporation products
- e. Product Mix: Focus Family, Prava, Torsa, Freelance and Ideon
- f. Years Serviced: 20

## 6) NASA

- a. Customer Contact: John Carpenter, Operations Manager
- b. Phone: 410-852-0606
- c. Email: [john.carpenter@nasa.gov](mailto:john.carpenter@nasa.gov)
- d. Volume: \$250,000 in FY14
- e. Product Mix: Broad mix
- f. Years Serviced: 8

## 7) US House of Representatives

- a. Customer Contact: David Woodburn
- b. Phone: 202-226-3867
- c. Volume: \$970,000 in FY12
- d. Product Mix: Leader Knit, InFlex and Freelance Chairs
- e. Years Serviced: 6 years

## 8) University of Minnesota

- a. Customer Contact: Jerry Taintor, Category Manager
- b. Phone: 612-625-8579
- c. Email: [taint001@umn.edu](mailto:taint001@umn.edu)
- d. Volume: \$467,000 in FY13
- e. Product Mix: Focus, ReAlign, Amplify, Freelance, Volley, Composium Lounge and other product
- f. Years Serviced: 12 years

## 9) Rutgers, The State University of New Jersey

- a. Customer Contact: Rebecca Garner, Senior Interior Design Specialist
- b. Phone: 848-445-2530
- c. Email: [rgarner@facilities.rutgers.edu](mailto:rgarner@facilities.rutgers.edu)
- d. Annual Volume: \$200,000 year
- e. Product Mix: Amplify, Focus, InFlex, Aviera, Torsa, Composium, Visit
- f. Years serviced: 4

## 10) Stony Brook University Hospital

- a. Customer Contact: Candiano Rienzie
- b. Phone: 631-569-2293
- c. Annual Volume: \$100,000 year
- d. Product Mix: Focus, Freelance, and InFlex
- e. Years serviced: 3

## **Appendix C:**

### **PRICING**

**Please see the attached Pricing & Warranty Document attached to our response**

#### **Electronic Price Lists**

- Respondents shall offer a percent discount of catalog or list pricing. Proposer will be responsible for providing and maintaining current "pricing with TCPN both in their proposal and throughout the term of any Contract resulting from this RFP.
- Respondents are encouraged to offer additional discounts for one time delivery of large single orders to Region 4 ESC and TCPN members. Region 4 ESC intends and TCPN members should seek, to negotiate additional price concessions based on quantity purchases of any products offered under the Contract. TCPN members shall document their files accordingly.
- In addition, awarded Vendor(s) may conduct sales promotions involving price reductions for a specified lesser period. Vendor(s) shall submit to Region 4 ESC documentation identifying the proposed (1) starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then-authorized prices. Promotional prices shall be available to Region 4 ESC and all TCPN members. Upon approval, the Vendor shall provide conspicuous notice of the promotion.
- Respondents must submit products, services, warranties, etc. in price list.
- Prices listed will be used to establish the extent of a manufacturer's product lines, services, warranties, etc. that are available from a particular offeror and the pricing per item.
- Shipping and/or installation charges shall be clearly identified. This includes same day delivery and minimum order amounts for free delivery
- Prices listed will be used to establish the extent of a manufacturer's product lines, services, warranties, etc. that are available from a particular offeror and the pricing per item.
- Electronic price lists must contain manufacturer part #, vendor part # (*if different from manufacturer part #*); description ; manufacturers list price and net price to Region 4 ESC (including freight)
- Media submitted for price list must include the respondents' company name, name of the solicitation, and date on CD, DVD or Flash Drive (i.e. Pin or Jump Drives).
- **Please submit price lists and/or catalogs in excel or delimited format only.**

#### **Not to Exceed Pricing**

- All pricing submitted shall be "ceiling" or "not-to-exceed" pricing. Region 4 ESC requests pricing be submitted as not to exceed for any participating entity
- Unlike fixed pricing the awarded vendor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted for solicitation.
- Vendor must allow for lower pricing to be available for similar product and service purchases.

Exemplis Corporation  
6415 Katella Avenue  
Cypress, California  
90630

Region 4 ESC/TCPN RFP Solicitation Number 14-22; Furniture and Installation

### PRICING AND WARRANTY

Exemplis Corporation is proposing the following discount structure to Region 4 ESC and TCPN for our SitOnIt Seating and IDEON Soft Seating Product Lines:

- Tier 1: \$0 - \$100,000 54% end user discount off list/MSRP
- Tier 2: \$100,001 - \$250,000 56% end user discount off list/MSRP
- Tier 3: \$250,001 - \$476,190 58% end user discount off list/MSRP
- Tier 4: Negotiated

Please note that there are no additional charges for freight to the end user. For our IDEON Soft Seating product line, there is a \$95 flat freight fee for a 2 or less item order.

For Installation Services, Exemplis Corporation proposes\*:

- Tier 1: 16% of net (sale) product price
- Tier 2: 14% of net (sale) product price
- Tier 3: 12% of net (sale) product price
- Tier 4: 12% of net (sale) product price

\* The Installation Services percentages listed above are meant to cover the divergent nature and volatility of market-to-market costs to handle the complexity of delivering and installing office furniture nationally. It is our recommendation that the TCPN Members could benefit more by negotiating and competing these services at the task-order level with local dealers.

Please see the attached Electronic Price List created by our IT Department. Please note that due to the file size, there are several tabs in the spreadsheet that contain our product data.

We are also attached our SitOnIt Seating and IDEON Soft Seating Price Guides in PDF format.

#### Warranty Provisions:

- Please see the attached Exhibit A and B for our SitOnIt Seating and IDEON Soft Seating Warranties

**Exhibit A**  
**SITONIT SEATING LIMITED LIFETIME WARRANTY**

SitOnIt Seating (the "Company") warrants to the original end user that this product will be free from defects in its material and workmanship when used in a Single Shift (standard 8 hour day, 5 days per week) except as set forth below.

**EXCEPTIONS TO THE LIFETIME WARRANTY COVERAGE**

**12-Year Warranty Coverage for Multi-Shift Use (24/7):**

- Amplify, Torsa and Wit

**10-Year Warranty Coverage for Multi-Shift Use (24/7):**

- Non-Stop Heavy Duty and chairs purchased with an HD Option

**5-Year Warranty Coverage:**

- Census and Swirl
- Fabric, Foam, Knit Back, Mesh and Plastic

**2-Year Warranty Coverage:**

- Fabric and Foam Cushioning for Non-Stop Heavy Duty, Freelance Heavy Duty and Chairs Purchased with an HD Option

**THE COMPANY DOES NOT WARRANT**

- COM/COL textiles
- Product abuse or misuse
- User modification of or attachments to the product
- Products or parts not used, maintained or installed in accordance with the Company's installation, maintenance and/or applicable guidelines
- Products that are exposed to extreme environmental conditions and/or have been subject to improper storage
- Floor samples or display models
- Products purchased "as is" and/or secondhand
- Products sold by unauthorized dealers
- Creasing and/or gathering of textiles during upholstery application process
- Minor irregularities of color, surface, grain, and texture
- Minor variations of color in textiles
- Variations of texture and natural markings such as neck wrinkles, scratches, backbone marks and stretch marks in leather
- Color matching of textiles exactly to samples, swatches or prior purchases

**APPLICABLE PROVISIONS TO ALL PRODUCTS AND SERVICES**

The Company will repair or replace with a comparable product, at its option, without charge to the original purchaser, only defective products or parts found defective during the Warranty Period. If requested by the Company, the original purchaser must return the part or product with freight or other shipping charges prepaid.

This warranty shall be effective for the applicable time period beginning from date of purchase as shown on original purchaser's original receipt or other proof of purchase.

For products purchased on or after August 1, 2012, the Company shall pay for all labor costs pre-approved by the Company. The payment of such pre-approved labor costs will be in the form of a credit to an active Company account. There are no other warranties, expressed or implied, other than those specifically described, including, without limitations, any implied warranty or merchantability or of fitness for a particular purpose. The Company will not be responsible for incidental or consequential damages. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may have other rights which vary from state to state.

The Company will advise you of the procedure to follow when making warranty claims. Call the Company at (888) 274-8664 to explain the defect. Give your name, address, and telephone number. Please be prepared with the model number and sales order number found under the seat of the chair.



## Exhibit B IDEON SOFT SEATING WARRANTY

### We've got your back (and your seat, your legs, etc.)

We know you're putting a lot on the line when you select your furniture. Which is why we at IDEON put so much into all our lines. You can rest assured that every product you buy was built with superior craftsmanship and materials. And we stand behind all our products with a warranty that's as solid as our products. That's our warranty guarantee and we think you're going to like it.

### Our warranty

For original end users, we warrant that IDEON products will be free from defects in its material and workmanship as described below. And if there's any problem – no problem. We'll repair or replace, at our option, without charge to the original purchaser only, defective products or parts resulting from normal use (standard 8-hour days, 5 days per week) for the following warranty periods:

### Seating

10-Year Warranty – the entire time owned by the original purchaser for all chair components including glides, casters, frames and other structural elements.

### Tables

10-Year Warranty – the entire time owned by the original end user.

### Fabric & foam

5 Year Warranty – on all collections COM/COL not warranted for wear or long-term adhesion. Normal wear and tear is the specifier's responsibility.

### A closer look

Here's some stuff our lawyers made us include. It basically spells out what we cover (a lot) and lets you know what we don't (not that much). Take a read through it if you ever need it, or if you need help falling asleep after a few too many dark chocolate-covered espresso beans.

- This warranty shall be effective for the applicable time period beginning from date of purchase as shown on your original receipt or other proof of purchase.
- This warranty is your sole remedy for product defects in material and workmanship and excludes defects or damage due to or arising in connection with transit, product abuse, abnormal use or misuse, negligence, accidents, user modification of, or attachments to the product, including application of your own upholstery materials and products or parts not used, maintained or

installed in accordance with the company's installation, maintenance and/or applicable guidelines. Other exclusions include normal aging, fading or wear of fabrics, finishes and filling material.

- We will repair or, at our option, replace the defective part, free of charge to the purchaser.
- For products purchased on or after August 1, 2012, IDEON shall pay for all labor costs pre-approved by IDEON. The payment of such pre-approved labor costs will be in the form of a credit to an active IDEON account.
- There are no other warranties, expressed or implied, other than those specifically described, including without limitation any implied warranty or merchantability or of fitness for a particular purpose.
- We will not be responsible for incidental or consequential damages.
- Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may have other rights, which vary from state to state.

### Material facts

Sometimes, a few imperfections show just how perfect something is. Take furniture coverings, for instance. Sure, a cheaper, man-made material could be manufactured to appear flawless. But nature has a different take on perfection. So, due to natural variations in our natural materials, all IDEON furniture is sold subject to minor irregularities of color, surface, grain and texture.

### Textiles

- Since textiles vary in weave, thickness and memory, some creasing and/or gathering may occur during the upholstery application process.
- Textiles are sold subject to minor variations of color.

### Leather

- Leather upholstery materials are of the finest quality.
- Because leather is a natural product, variations of texture are common and should be expected.
- Leather will contain natural markings such as neck wrinkles, scratches, backbone marks and stretch marks. These distinctions give leather its unique characteristics and are considered to be a part of the natural beauty of leather.

### Our standards are anything but

IDEON is a member of the Business and Institutional Furniture Manufacturer's Association (BIFMA). Tests developed by the Business and Institutional Furniture Manufacturer's Association (BIFMA) and approved by the American National Standards Institute (ANSI) determine the strength and durability of seating in its everyday use. Although this testing does not serve as a warranty or guarantee, IDEON

products within this price list generally meet or exceed applicable BIFMA and ANSI standards. In other words, we make really good stuff and we're not afraid to put it to the test.

### Claims

If one of our products fails during normal use (standard 8 hour work day, 5 days per week) within the applicable warranty period, please contact us at:

[customersupport@ideondesign.com](mailto:customersupport@ideondesign.com)

OR

1-877-994-3366

Please provide us with:

- An explanation of the defect.
- A description of the relevant part.
- The proof of purchase.
- Your name, address, and telephone number.
- The model number, date of purchase, date of manufacture, cell number, and part number found under the seat of the chair.

**Appendix G:**  
**VALUE ADD**

Please include any additional products and/or services not included in the scope of the solicitation that you think will enhance and/or add value to this contract for participating agencies.

**Please see our attached Value Add Document included in our Bid Response**

Exemplis Corporation  
6415 Katella Avenue  
Cypress, California  
90630

Region 4 ESC/TCPN RFP Solicitation Number 14-22; Furniture and Installation

### VALUE ADD

Knowledge, experience, and our consultative approach of our tenured sales force allows us to provide excellent customer support, service, and guidance that guarantees our customers the security that their project will be handled professionally from cradle to grave.

The value added services include:

- Budgeting assistance
- Specification writing
- Project management
- Post-installation support by our local dealers and no-cost labor for any warranty claims

**Appendix H:**

**ADDITIONAL REQUIRED DOCUMENTS**

- DOC #1 Clean Air and Water Act
- DOC #2 Debarment Notice
- DOC #3 Lobbying Certification
- DOC #4 Contractors Requirements
- DOC #5 Antitrust Certification Statement

**FOR VENDORS INTENDING TO DO BUSINESS IN NEW JERSEY:**

- DOC #6 Ownership Disclosure Form
- DOC #7 Non-Collusion Affidavit
- DOC #8 Affirmative Action Affidavit
- DOC #9 Political Contribution Disclosure Form
- DOC #10 Stockholder Disclosure Form

New Jersey vendors are also required to comply with the following New Jersey statutes when applicable:

All anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38.

Compliance with Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act.

Compliance with Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26

Bid and Performance Security, as required by the applicable municipal or state statutes.

DOC #1

**Clean Air and Water Act**

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Potential Vendor: Exemplis Corporation

Title of Authorized Representative: Patrick Sommerfield, VP of Finance

Mailing Address: 6415 Katella Avenue, Cypress, CA 90630

Signature:  \_\_\_\_\_

DOC #2

**Debarment Notice**

I, the Vendor, certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations.

Potential Vendor: Exemplis Corporation

Title of Authorized Representative: Patrick Sommerfield, VP of Finance

Mailing Address: 6415 Katella Avenue, Cypress, CA 90630

Signature: 

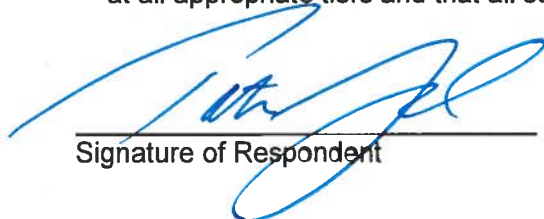


**LOBBYING CERTIFICATION**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

  
\_\_\_\_\_  
Signature of Respondent

  
\_\_\_\_\_  
Date

**CONTRACTOR CERTIFICATION REQUIREMENTS**

**Contractor's Employment Eligibility**

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the Region 4 ESC Participating entities in which work is being performed.

---

**Fingerprint and Background Checks**

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.



The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

---

**Business Operations in Sudan, Iran**

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

  
\_\_\_\_\_  
Signature of Respondent  
  
\_\_\_\_\_  
Date

DOC #5

**ANTITRUST CERTIFICATION STATEMENTS**  
**(Tex. Government Code § 2155.005)**

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
3. In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
4. Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Vendor Exemplis Corporation

\_\_\_\_\_  
\_\_\_\_\_

Address 6415 Katella Avenue

Cypress, CA

90630

Phone 714-995-4800

Fax 714-995-4855

Offeror   
Signature

Patrick Sommerfield  
Printed Name

VP of Finance  
Position with Company

Authorizing Official   
Signature

Patrick Sommerfield  
Printed Name

VP FINANCE  
Position with Company

DOC #6

**OWNERSHIP DISCLOSURE FORM  
(N.J.S. 52:25-24.2)**

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

**Company Name:** Exemplis Corporation

**Street:** 6415 Katella Avenue

**City, State, Zip Code:** Cypress, CA 90630

**Complete as appropriate:**

I \_\_\_\_\_, certify that I am the sole owner of \_\_\_\_\_, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

**OR:**

I \_\_\_\_\_, a partner in \_\_\_\_\_, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

**OR:**

I Patrick Sommerfield, an authorized representative of Exemplis Corporation, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership. (Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
Paul DeVries	18895 Evening Breeze Circle, Huntington Beach, CA 92648	50%
Mike Mekjian	848 N Rainbow Blvd #848, Las Vegas, NV 89107	50%

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

12/5/14

**Date**

**Authorized Signature and Title**

DOC #7

NON-COLLUSION AFFIDAVIT

Company Name: Exemplis Corporation

Street: 6415 Katella Avenue

City, State, Zip Code: Cypress, CA 90630

State of New Jersey

County of Orange

I, Patrick Sommerfield of the Cypress  
Name City

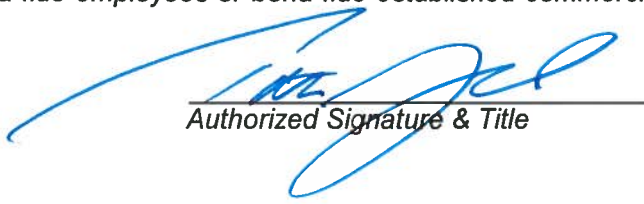
in the County of Orange, State of California  
of full age, being duly sworn according to law on my oath depose and say that:

I am the Vice President, Finance of the firm of Exemplis Corporation  
Title Company Name

the offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Region 4 ESC and TCPN relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Exemplis Corporation  
Company Name

  
Authorized Signature & Title

Subscribed and sworn before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Notary Public of \_\_\_\_\_

My commission expires \_\_\_\_\_, 20\_\_\_\_

SEAL

# Jurat

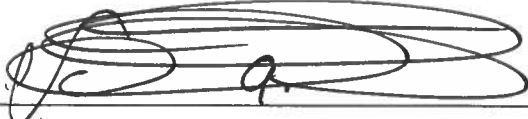
State of California

County of Orange

Subscribed and sworn to (or affirmed) before me on this 05<sup>th</sup> day of December,

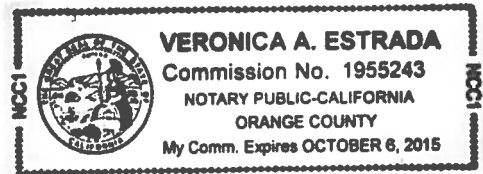
20 14 by Patrick Sommerfield

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.



Signature

(Notary seal)



## OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

Non - Collusion Affidavit  
(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages \_\_\_\_\_ Document Date \_\_\_\_\_

(Additional information)

### INSTRUCTIONS FOR COMPLETING THIS FORM

The wording of all Jurats completed in California after January 1, 2008 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one which does contain proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
  - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document

DOC #8

**AFFIRMATIVE ACTION AFFIDAVIT  
(P.L. 1975, C.127)**

**Company Name:** Exemplis Corporation

**Street:** 6415 Katella Avenue

**City, State, Zip Code:** 6415 Katella Avenue

**Proposal Certification:**

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

**Required Affirmative Action Evidence:**

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

- 1. A photo copy of their Federal Letter of Affirmative Action Plan Approval **Please see attached Diversity Programs Document** \_\_\_\_\_
- OR
- 2. A photo copy of their Certificate of Employee Information Report \_\_\_\_\_
- OR
- 3. A complete Affirmative Action Employee Information Report (AA302) \_\_\_\_\_

**Public Work – Over \$50,000 Total Project Cost:**

- A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the \_\_\_\_\_
- B. Approved Federal or New Jersey Plan – certificate enclosed \_\_\_\_\_

*I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.*

12/5/14  
Date

  
Authorized Signature and Title



**P.L. 1995, c. 127 (N.J.A.C. 17:27)**  
**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE**  
**CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of it testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the

statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.



The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).



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Signature of Procurement Agent

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([www.nj.gov/dca/lgs/lfn/lfnmenu.shtml](http://www.nj.gov/dca/lgs/lfn/lfnmenu.shtml)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a "fair and open" process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the "County PCD Forms" link on the Pay-to-Play web site at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used "as-is", subject to edits as described herein.
  - e. The "Contractor Instructions" sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a "Stockholder Disclosure Certification." This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

**NOTE: This section does not apply to Board of Education contracts.**

N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**

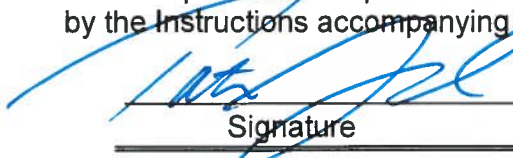
Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

**Part I - Vendor Information**

Vendor Name:	Exemplis Corporation		
Address:	6415 Katella Avenue		
City:	Cypress	State: CA	Zip: 90630

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.


\_\_Patrick Sommerfield\_\_
\_\_VP, Finance\_\_  
Signature
Printed Name
Title

**Part II - Contribution Disclosure**

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
N/A	N/A	N/A	\$ N/A

Check here if the information is continued on subsequent page(s)

**Continuation Page**

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**

Required Pursuant To N.J.S.A. 19:44A-20.26

Page \_\_\_ of \_\_\_\_\_

Vendor Name:

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution  
Disclosure**

**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD  
FROM [WWW.NJ.GOV/DCA/LGS/P2P](http://WWW.NJ.GOV/DCA/LGS/P2P) A COUNTY-BASED,  
CUSTOMIZABLE FORM.**

DOC #10

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership Proprietorship
 Corporation
 Sole
 Limited Partnership
 Limited Liability Corporation
 Limited Liability Partnership
 Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Table with 2 columns and 3 rows for stockholder information. Row 1: Paul DeVries (18895 Evening Breeze Circle, Huntington Beach, CA 92648) and Mike Mekjian (848 North Rainbow Blvd #848, Las Vegas, NV 89107). Rows 2 and 3 are empty.

Subscribed and sworn before me this \_\_\_ day of \_\_\_, 2\_\_\_. (Notary Public) My Commission expires: [Signature] (Affiant) (Print name & title of affiant) (Corporate Seal)

# Jurat

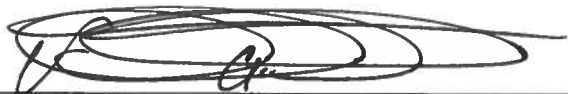
State of California

County of Orange

Subscribed and sworn to (or affirmed) before me on this 05<sup>th</sup> day of December,

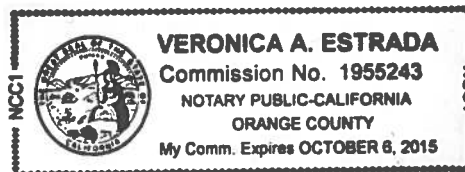
20 14 by Patrick Sommerfield

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.



Signature

(Notary seal)



## OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

Stockholder Disclosure

(Title or description of attached document)

Certification

(Title or description of attached document continued)

Number of Pages \_\_\_\_\_ Document Date \_\_\_\_\_

(Additional information)

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The wording of all Jurats completed in California after January 1, 2008 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one which does contain proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.*

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
  - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document



**ACKNOWLEDGMENT AND ACCEPTANCE**  
**OF REGION 4 ESC's OPEN RECORDS POLICY**

*Signature below certifies complete acceptance of Region 4 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary).*

**Check one of the following responses to the Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy below:**

We acknowledge Region 4 ESC's Open Records Policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

*(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)*

We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

*(Note: Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).*

**Please see the attached Confidential Information Document attached to our response**

Date

12/5/14

Authorized Signature & Title

Exemplis Corporation  
6415 Katella Avenue  
Cypress, California  
90630

Region 4 ESC/TCPN RFP Solicitation Number 14-22; Furniture and Installation

**CONFIDENTIAL INFORMATION**

- 1) Appendix E "Questionnaire", Section 9 "Cooperatives", Pg. 35 (including the attached Cooperative/State Agency Document):
  - a. Exemplis Corporation is a privately owned corporation and we request that our Cooperative/State Agency Annual Sales Volume be kept confidential between us and Regional 4 ESC/TCPN.
  
- 2) Appendix F "Company Profile, Section/Question 17 "Overall annual sales for last 3 years; 2011, 2012, 2013", Pg. 36 (including the attached Company Profile Document response to Section/Question 17):
  - a. Exemplis Corporation is a privately owned corporation and we request that our previous annual sales be kept confidential between us and Regional 4 ESC/TCPN.
  
- 3) Appendix F "Company Profile, Section/Question 18 "Overall annual public sector sales, excluding Federal Government, for last 3 years; 2011, 2012, 2013", Pg. 36 (including the attached Company Profile Document response to Section/Question 18):
  - a. Exemplis Corporation is a privately owned corporation and we request that our previous annual public sector sales be kept confidential between us and Regional 4 ESC/TCPN.