



Statewide Term Contract

420A – Furniture

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| Bid Number | 201800242 |
| Contract Name | Furniture |
| Effective Dates | July 1, 2019 through June 30, 2024 |
| Awarded Vendors and Contacts | STC 420A Award Information |
| Contract Covers | <p>This contract covers comprehensive product lines from multiple manufacturers, including new, unused and in-current-production commercial and institutional quality furniture of all types, covering the state's normal requirements in the categories listed below.</p> <p>Category I: Casegoods (Desks, Credenzas, Conference Tables)</p> <p>Subcategory A: Wood Office Desks and Casegoods (Fully Assembled)</p> <p>Subcategory B: Laminate Office Desks and Casegoods Desks (Modular Construction)</p> <p>Category II: Classroom</p> <p>Subcategory A: Chairs, General Purpose, Metal, and Chair Desks, Classroom</p> <p>Subcategory B: Tables, Pupil, Metal</p> <p>Subcategory C: Desks, Teacher's, Metal</p> <p>Subcategory D: Tables, General Purpose, Metal</p> <p>Subcategory E: Tables, Computer, Classroom</p> <p>Subcategory F: Furniture, Library, Wooden</p> <p>Category III: Bookcases</p> <p>Bookcase, Wood, Office</p> <p>Category IV: Ergonomic Chairs</p> <p>Ergonomic Chairs</p> <p>Category V: Office Swivel & Side Chairs</p> <p>Subcategory A: Wood, Office Side Chairs</p> <p>Subcategory B: Office Swivel Chairs</p> <p>Category VI: Computer</p> <p>Furniture, Computer</p> <p>Category VII: Mobile & Folding</p> <p>Subcategory A: Chairs, Metal Folding</p> <p>Subcategory B: Tables, Folding</p> <p>Subcategory C: Tables, Mobile, Folding</p> <p>Subcategory D: Mobile Storage Equipment, Folding Chairs</p> <p>Category VIII: Upholstered Seating</p> <p>Subcategory A: Lounge Seating, Upholstered (Matching Sofa, Loveseat, Chair Only)</p> <p>Subcategory B: Lounge Seating, Upholstered (Sectional and Ganged Seating Only)</p> |

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| | <p>Category IX: Commercial Dining</p> <p>Subcategory A: Chairs, Dining, Hospitality, General Purpose (Wood, Upholstered Type)</p> <p>Subcategory B: Chairs, Dining, Hospitality, General Purpose (Metal, Upholstered Type)</p> <p>Subcategory C: Tables, Dining</p> <p>Subcategory D: Occasional Tables</p> <p>Category X: Metal Cabinets</p> <p>Subcategory A: Lateral, Metal</p> <p>Subcategory B: Vertical. Metal</p> <p>Subcategory C: Storage, Metal</p> <p>Category XI: Cosmetology</p> <p>Furniture, Cosmetology</p> <p>Category XII: Office Systems, Open Plan</p> <p>Office Systems, Open Plan</p> <p>Category XIII: Desks, Sit-To-Stand</p> <p>Desks, Sit-To-Stand</p> <p>Category XIV: Shelving, Metal, Library</p> <p>Shelving, Metal, Library</p> <p>Category XV: Dormitory</p> <p>Dormitory (Desks, Dresser, Loft, Cabinet, Armoire, Bunkbed, Nightstand, etc.)</p> |
| Mandatory Contract | <p>This is a mandatory Statewide Term Contract for state agencies, departments, institutions, universities and community colleges - unless exempted by North Carolina General Statute. Additionally, non-mandatory entities, including schools and local government, that are allowed by general statute may use this contract.</p> <p>Furniture products not within the scope of this or other Statewide Term Contracts may be purchased from other vendors in accordance with 01 NCAC 05B.1105 and 01 NCAC 05B.0301.</p> |
| Special Note | <p>Division of Adult Correction, Department of Public Safety Products Preference (§ 148-134)</p> <p>All agencies shall give preference to Correction Enterprises products when purchasing furniture. Furniture may be purchased from this contract only when it has been determined that Correction Enterprises cannot satisfy the requirement or item(s) will not be available when needed. The purchasing file should contain a waiver from Correction Enterprises stating that the item(s) cannot be supplied.</p> |
| Minimum Order | <p>The minimum order that shall qualify for prepaid FOB transportation is \$150.00 for a single order. Orders less than the minimum order amount will be shipped prepaid and actual transportation charges may be added to the invoice as a separate line item. Vendor shall provide an estimated shipping amount to the buyer upon request.</p> |
| Installation and Setup | <p>Installation of items requiring custom or complex fitting or assembly efforts due to the nature of the item (such as an executive desk with attached return and credenza, or a library shelving system) may be billed under the following conditions: the buyer is provided an option to affirmatively accept or decline installation services at the time of ordering, and any approved charge is listed as a separate line item on the purchase order and invoice.</p> <p>Acceptance and approval of charges for installation of such items shall be at the sole discretion of the buyer. Any resulting damages to the item or to other state property during</p> |

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| | the installation by the vendor shall be repaired at the vendor's sole expense. General set-up activities needed to make an item ready for use (such as insertion of adjustable shelves into a bookcase or placing a desk chair onto its pedestal) shall not be considered installation and shall be included in the contract price. |
| Delivery Information | <p>Standard delivery shall be made to the location specified by the buyer in the purchase order and be ready for use. Inside means any location within a state user's occupied building. Ready for use means product is unpacked, assembled, inspected and free of patent defects or damage. Vendor must anticipate and make necessary arrangements for access to the delivery location, considering presence and availability of elevators, steps, parking and hours of operation. Delivery will be negotiated separately as part of the quote to the agency.</p> <p>The specified location may include a loading dock or area inside a building. Vendor shall notify buyer at least two (2) business days in advance of a delivery to allow for the availability of agency personnel to receive the product(s).</p> <p>Vendor shall be responsible for the removal and disposal of all packaging materials, and any other debris resulting from the standard delivery of goods, from the buyer's location.</p> <p>The buyer may request a quote for an additional discount from the contract price when delivery other than the standard delivery requirements stated above may be required or desired.</p> |
| Return Policy and Restocking Fee | <p>Vendor shall accept merchandise returns from buyers for a period of thirty (30) business days after delivery. Vendor shall provide full credit or full refund to buyers, whichever a buyer requests, within thirty (30) business days on all returns of an ordered product that is:</p> <ul style="list-style-type: none"> • A stock item in original packaging and in re-sellable condition • Not a specialty or customized item • Defective or damaged • A return of an incorrect product shipped • Results from a vendor order entry error • Nonconforming due to any other cause reasonably assumed to be the fault of the vendor. <p>Vendor may charge a restocking fee for undamaged, conforming goods outside the thirty-day period.</p> <p>A custom-made item that must be specially manufactured for a specific order due to buyer's choices of nonstandard dimensions, fabric, choice of wood or stain, etc. shall not be returnable unless a mistake is made in item manufacturing. The vendor will inform the using agency before any work is completed that the item is custom-made. If an issue arises with a custom-made item, the vendor will work with the using agency to come up with an agreeable solution to both parties.</p> |
| Order Placement | <p>Orders may be placed with awarded manufacturers or dealers providing eligible products under the following methods:</p> <ol style="list-style-type: none"> 1. North Carolina's Furniture Specifications 2. Federal GSA Furniture Schedule 3. ANSI/BIFMA Standards <p>Note: Prior to placing an order, entities should always check the STC 420A Award Information as it may be updated frequently.</p> |
| Loaded into E-Procurement | Yes, ordering instructions are loaded in E-Procurement regarding how to place orders under this contract, and vendors will provide catalogs and product literature upon request to assist in selecting the type of furniture needed. |
| E-Procurement Help Desk | (888) 211-7440 |

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| Contract Manager | Ian Fox (984) 236-0211 |
| Contract Addenda | Contract Administration Changed to Bahaa Jizi |
| | 5/26/2022: Contract renewed for an additional one-year term. One (1) one-year renewal option remaining. |
| | 10/10/2022: Contract Administrator changed to Ryan Longmire. |
| | 1/23/2023: Contract Administrator changed to Contract Manager Kayla Glenn |
| | 2/7/2023: Final contract renewal |
| | 8/8/2023: Contract Manager updated to Melissa Pressley |
| | 11/27/2023: Contract Manager updated to Austin Kiziah. |
| | 1/2/2024: Contract Manager updated to Ian Fox. |
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