

# State of Vermont

Buildings and General Services  
Office of Purchasing & Contracting  
10 Baldwin St  
Montpelier VT 05633-7501  
United States

# CONTRACT



**Vendor ID 0000007064**  
**Office Environments Inc**  
**PO Box 729**  
**Williston VT 05495**  
**United States**

<b>Contract ID</b> 0000000000000000000029966		Page 1 of 4
<b>Contract Dates</b> 09/01/2015 to 09/01/2017		<b>Origin</b> CPS
<b>Description:</b> CPS - SIT TO STAND BASES &TOPS		<b>Contract Maximum</b> \$999,999.99
<b>Buyer Name</b> LaRose,Deborah L	<b>Buyer Phone</b> 828-4635	<b>Contract Status</b> Approved

**Phone #:**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
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1		ISE RISE LINE - SIT TO STAND DESK -	EA	0.01000	0.00	0.00
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THE RISE USES MINIMAL POWER IN STAND BY MODE AND CAN BE ORDERED WITH PROGRAMMABLE DIGITAL READOUT OR THIS ACCESSORY CAN EASILY BE ADDED LATER IF REQUIRED. IT IS ALSO EXPANDABLE, SO THE BASE CAN FIT A VARIETY OF TOP SIZES.  
HEIGHT RANGE: 22" - 48" FROM FLOOR TO TOP OF A 1" WORKSURFACE  
WIDTH ADJUSTABLE BASE FIT A LARGE NUMBER OF WORK SURFACE SIZES  
ELECTRIC MOTORS IN EACH LEG PROVIDE ADJUSTMENT,  
LOW ENERGY CONSUMPTION - SLEEP MODE,  
SPEED; UP TO 1.6" PER SECOND,  
POWER USAGE; 0.05W IN STANDBY, 84W IN USE  
AVAILABLE IN SILVER, WHITE AND BLACK.  
ANTI-COLLISION FUNCTION AUTOMATICALLY STOPS MOTOR WHEN TABLE MAKES CONTACT WITH AN IMMOVABLE OBJECT.  
UNIQUE FRAME DESIGN ACCOMMODATES AND ADJUSTABLE KEYBOARD SYSTEM WITHOUT SPACERS  
AVAILABLE WITH STANDARD UP/DOWN SWITCH OR DIGITAL DISPLAY SWITCH WITH FOUR MEMORY POSITIONS  
225 LBS. AS STANDARD WEIGHT CAPACITY, 300 LBS. UPGRADE AVAILABLE  
22" - 44" HEIGHT ADJUSTMENT  
EXPANDABLE BASE  
CONTOURED CROSS BAR FOR KEYBOARD  
LOW ENERGY CONSUMPTION - SLEEP MODE  
OPTIONAL DIGITAL READOUT/PROGRAMABLE UNIT  
MUST BE UL, ANSI/BIFMA CERTIFIED,  
MUST BE ENVIRONMENTAL: LEED MR 4.2, ID 1.1-1.4 ELIGIBLE, WORKSURFACES GREENGUARD CERTIFIED.  
WARRANTY: 10 YEARS (ELECTRICAL 3 YEARS)

ISE RISE LINE - LIST MINUS 47% - BASE MODEL \$895.70

2		ISE ASCENT LINE - SIT TO STAND DESK	EA	0.01000	0.00	0.00
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HEIGHT RANGE: 24.5" - 50" FROM THE FLOOR TO THE TOP OF A 1" WORKSURFACE  
STANDARD SILVER BASE FINISH (BLACK, WHITE AND CUSTOM COLORS AVAILABLE BY SPECIAL ORDER.)  
AVAILABLE IN TWO-LEG OR THREE LEG CONFIGURATION WITH 23" OR 29" T-FEET  
SPEED: UP TO 1.5" PER SECOND  
WEIGHT CAPACITY: 200 LBS. LOAD CAPACITY (300 LBS. FOR 3-LEG)  
EXPANDABLE BASE  
CONTOURED CROSS BAR FOR KEYBOARD  
POWER USAGE: STANDBY 0.5W IN USE 200W  
SOUND LEVEL: APPROX. 50dB  
MUST BE UL, CE CERTIFIED  
MUST BE ENVIRONMENTAL: LEED MR 4.2, ID 1.1 - 1.4 ELIGIBLE; WORKSURFACES GREENGUARD CERTIFIED  
WARRANTY: 10 YEARS (ELECTRICAL 2 YEARS)

ISE ASCENT LINE - LIST MINUS 47% - \$662.50 BASE MODEL

3		HUMANSCALE FLAT LINE - SIT TO STAND DESK	EA	0.01000	0.00	0.00
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IS A NON-ELECTRIC COUNTERBALANCE TABLE BASE THAT DOES NOT REQUIRE POWER.  
HEIGHT RANGE: 27" TO 47" FROM THE FLOOR, EXCLUDING TABLE TOP THICKNESS  
STANDARD BASE BLACK. SILVER AND WHITE FINISH.  
SPRING COUNTERBALANCES UP TO 130 LBS. OF DESKTOP WEIGHT INCLUDING TABLE TOP  
TABLE TOP WIDTHS FROM 48" TO 72" AND FROM 24" TO 30", INCLUDING TABLETOPS FROM MOST MANUFACTURERS.  
MUST MEET BIFMA REQUIREMENTS FOR LOAD, CAPACITY AND STABILITY  
MADE FROM RECYCLABLE STEEL AND ALUMINUM  
WARRANTY: 5 YEARS, 24/7

HUMANSCALE FLOAT LINE- LIST MINUS 44%

CONTRACT TERMS AND ADDITIONAL INFORMATION

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**Vendor ID 000007064**  
**Office Environments Inc**  
**PO Box 729**  
**Williston VT 05495**  
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<b>Contract ID</b> 000000000000000000029966	<b>Page</b> 2 of 4	
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STATE OF VERMONT ATTACHMENT C: STANDARD STATE CONTRACT PROVISIONS DATED MARCH 1, 2015 AND ATTACHMENT D: COMMODITY PURCHASES TERMS AND CONDITIONS DATED NOVEMBER 10, 2010 ARE ATTACHED AND INCORPORATED AS PART OF THIS ORDER.

CONTRACT TERM: THIS CONTRACT IS WRITTEN FOR A PERIOD OF TWENTY FOUR (24) MONTHS WITH THE OPTION TO RENEW FOR TWO (2) ADDITIONAL TWELVE MONTH PERIODS.

TERMS: NET 30 DAYS

QUANTITY: THE ANNUAL VALUE AND QUANTITIES ARE ESTIMATED ONLY BASED ON PRIOR USAGE; ACTUAL PURCHASES MAY BE HIGHER OR LOWER DEPENDING ON THE STATE'S NEEDS. THE CONTRACT MAXIMUM IS NOT REFLECTIVE OF ACTUAL USAGE.

DELIVERY: RESPONSIBILITY FOR PRODUCT DELIVERY REMAINS WITH THE CONTRACTOR UNTIL THE PRODUCT IS PROPERLY DELIVERED AND SIGNED FOR IN ACCORDANCE WITH THE OFFICE OF PURCHASING & CONTRACTING TERMS AND CONDITIONS. SHIPMENTS SHALL BE SECURELY AND PROPERLY PACKED, ACCORDING TO ACCEPTED COMMERCIAL PRACTICES, WITHOUT EXTRA CHARGE FOR PACKING CASES OR OTHER CONTAINERS. SUCH CONTAINERS WILL REMAIN THE PROPERTY OF THE STATE UNLESS OTHERWISE STATED. DELIVERED GOODS THAT DO NOT CONFORM TO THE SPECIFICATIONS OR ARE NOT IN GOOD CONDITION UPON RECEIPT SHALL BE REPLACED PROMPTLY BY THE CONTRACTOR.

PRICING: ALL EQUIPMENT PRICING IS TO INCLUDE F.O.B. DELIVERY TO THE ORDERING FACILITY. NO REQUEST FOR EXTRA DELIVERY COST WILL BE HONORED. ALL EQUIPMENT SHALL BE DELIVERED ASSEMBLED, SERVICED, OILED, AND READY FOR IMMEDIATE USE, UNLESS OTHERWISE REQUESTED BY THE PURCHASING AGENCY.

QUALITY: ALL PRODUCTS PROVIDED UNDER THESE AGREEMENTS WILL BE NEW AND UNUSED, UNLESS OTHERWISE STATED. FACTORY SECONDS OR REMANUFACTURED PRODUCTS WILL NOT BE ACCEPTED UNLESS SPECIFICALLY REQUESTED BY THE PURCHASING AGENCY. ALL PRODUCTS PROVIDED BY THE CONTRACTOR MUST MEET ALL FEDERAL, STATE, AND LOCAL STANDARDS FOR QUALITY AND SAFETY REQUIREMENTS. PRODUCTS NOT MEETING THESE STANDARDS WILL BE DEEMED UNACCEPTABLE AND RETURNED TO THE CONTRACTOR FOR CREDIT AT NO CHARGE TO THE STATE.

METHOD OF ORDERING: PURCHASE ORDERS MUST BE USED TO ORDER ITEMS AVAILABLE UNDER THIS CONTRACT. IF VERBAL ORDERS ARE GIVEN A CONFIRMING PURCHASE ORDER MUST BE ISSUED.

INVOICING: ALL INVOICES ARE TO BE RENDERED BY THE CONTRACTOR ON THE VENDOR'S STANDARD BILLHEAD AND FORWARDED DIRECTLY TO THE INSTITUTION OR AGENCY ORDERING MATERIALS OR SERVICES AND SHALL SPECIFY THE ADDRESS TO WHICH PAYMENTS WILL BE SENT.

CANCELLATION: THE STATE SPECIFICALLY RESERVES THE RIGHT TO CANCEL THE CONTRACT, OR ANY PORTION THEREOF, IF, IN THE OPINION OF ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES, THE SERVICES OR MATERIALS SUPPLIED BY THE CONTRACTOR ARE NOT SATISFACTORY OR ARE NOT CONSISTENT WITH THE TERMS OF THE CONTRACT

DEFAULT: IN CASE OF DEFAULT OF THE CONTRACTOR, THE STATE MAY PROCURE THE MATERIALS OR SUPPLIES FROM OTHER SOURCES AND HOLD THE CONTRACTOR RESPONSIBLE FOR ANY EXCESS COST OCCASIONED THEREBY, PROVIDED, THAT IF PUBLIC NECESSITY REQUIRES THE USE OF MATERIALS OR SUPPLIES NOT CONFORMING TO THE SPECIFICATIONS THEY MAY BE ACCEPTED AND PAYMENT THEREFORE SHALL BE MADE AT A PROPER REDUCTION IN PRICE.

REPORTING REQUIREMENTS: CONTRACTORS WILL BE REQUIRED TO SUBMIT QUARTERLY PRODUCT SALES REPORT TO THE PURCHASING AGENT PURSUANT TO THE SCHEDULE BELOW. EACH REPORT MUST CONTAIN THE FOLLOWING INFORMATION: CONTRACT NUMBER; USING DEPARTMENT'S ADDRESS, CONTACT NAME, AND TELEPHONE NUMBER; PRODUCT ORDERED; QUANTITY ORDERED; QUANTITY SHIPPED; AND PRICE CHARGED, WITH TOTALS FOR EACH PRODUCT FOR EACH REPORTING PERIOD. WE RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION OR TO MODIFY THE REPORTING PERIODS.

REPORTING PERIODS: QUARTERLY REPORTS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

REPORTING PERIOD: JANUARY 1 TO MARCH 31 - REPORT DUE APRIL 15  
REPORTING PERIOD: APRIL 1, TO JUNE 30 - REPORT DUE JULY 15  
REPORTING PERIOD: JULY 1 TO SEPTEMBER 30 - REPORT DUE OCTOBER 15  
REPORTING PERIOD: OCTOBER 1 TO DECEMBER 31 - REPORT DUE JANUARY 15

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CONTRACT TERMS: THIS CONTRACT WILL BE SUBJECT TO REVIEW THROUGHOUT ITS TERM. THE STATE WILL CONSIDER CANCELLATION UPON DISCOVERY THAT A VENDOR IS IN VIOLATION OF ANY PORTION OF THE AGREEMENT, INCLUDING AN INABILITY BY THE VENDOR TO PROVIDE THE PRODUCTS, SUPPORT, AND/OR SERVICE OFFERED IN THEIR RESPONSE.

VERMONT STATE COLLEGES: THIS CONTRACT IS ALSO AVAILABLE FOR USE BY THE UNIVERSITY OF VERMONT AND THE VERMONT STATE COLLEGES INC., A SEPARATE CORPORATION, HAVING UNDER ITS JURISDICTION CASTLETON STATE COLLEGE, JOHNSON STATE COLLEGE, LYNDON STATE COLLEGE, COMMUNITY COLLEGE OF VERMONT, AND THE VERMONT TECHNICAL COLLEGE.

TOWNS AND SCHOOLS OF THE STATE OF VERMONT: AT THE BIDDER'S ELECTION POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES OF THE STATE MAY PARTICIPATE IN STATE CONTRACTS AT THE SAME PRICES, TERMS AND CONDITIONS. ITEMS FURNISHED TO POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES WILL BE BILLED DIRECTLY TO AND PAID FOR BY THE POLITICAL SUBDIVISIONS OR INDEPENDENT COLLEGES AND NEITHER THE STATE NOR ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES PERSONALLY OR OFFICIALLY ASSUMES ANY RESPONSIBILITY FOR THESE PAYMENTS.

AGENCIES & DEPARTMENTS ARE REQUESTED TO ADVISE THE PURCHASING AGENT AT ONCE OF THE FAILURE ON THE PART OF THE CONTRACTOR TO FULFILL ANY OF THE TERMS OR CONDITIONS OF THIS CONTRACT.

PLEASE REFER TO THE ASSIGNED CONTRACT NUMBER/PURCHASE ORDER # ON ALL CORRESPONDENCE, DELIVERY DOCUMENTS AND INVOICES.

THE VISA PURCHASING CARD MAY BE USED AS A FORM OF PAYMENT UNDER THIS CONTRACT.

EQUIPMENT WARRANTY: THE MANUFACTURER SHALL INCLUDE A WRITTEN WARRANTY FOR EACH PIECE OF EQUIPMENT AND SOFTWARE THAT THEY INTEND TO FURNISH. WARRANTEES ARE TO BE BASED ON COMMERCIAL USE. A MINIMUM OF ONE (1) YEAR COMMERCIAL USE WARRANTY IS REQUIRED.

PRICING ON ALL NEW PRODUCTS (TOPS AND BASES) ARE TO INCLUDE DELIVERY AND INSTALLATION. ANY BOXES, TAGS AND PACKING MATERIAL WILL BE REMOVED FROM THE PREMISES.

CONTRACTOR WILL RETROFIT AN EXISTING TOP TO THEIR SIT TO STAND BASE IN THE FIELD AT A RATE OF \$50/MAN/HOUR.

THE STATE EXPECTS THE PRICES TO HOLD FOR THE FIRST 24 MONTHS OF THE CONTRACT. THE DISCOUNT STRUCTURE WILL REMAIN THE SAME THROUGHOUT THE LIFE OF THE CONTRACT.

PRICING MUST BE A DISCOUNT OFF MANUFACTURER'S PUBLISHED PRICE LIST.

PROVIDE PROOF THAT THE PRODUCT LINE YOU ARE OFFERING MEET OR EXCEED ANSI/BIFMA REQUIREMENTS SPECIFIED.

CONTRACTOR MUST BE ABLE TO PROVIDE INSTALLATION SERVICES IN ALL LOCATIONS. UPON INSTALLATION OF PRODUCT, A DEMONSTRATION OF ADJUSTMENTS AND A DIAGRAM SHOWING AL LOCATION OF EACH ADJUSTMENT AND HOW EACH WORK MUST BE PROVIDED FOR EMPLOYEES RECEIVING THE NEW EQUIP. THIS IS TO BE DONE AT THE TIME OF THE INSTALLATION.

ALL PARTS OF THE PRODUCTS ON THIS CONTRACT SHOULD BE EASILY ADJUSTABLE AND NEVER COMPROMISE STABILITY.

CONTRACTOR CONTACT INFORMATION:  
DANIEL WOODWORTH, VP FOR BUSINESS DEVELOPMENT  
PHONE 802-864-3000 EXT 1204,  
FAX 802/865-2590  
TOLL FREE: 1-800-773-5300  
EMAIL: DWOODWORTH@OEI0VT.COM  
WEB: WWW.OEI0VT.COM

IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT PLEASE CONTACT:  
DEB LaROSE, PURCHASING AGENT,  
TELEPHONE: 802-828-4635,  
FAX: 802-828-2222  
E-MAIL: deb.larose@vermont.gov

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WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the STATE of VERMONT

By the CONTRACTOR

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

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

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

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

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_