



**STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACT  
CONTRACT NUMBER: MA147 Page 1 of 8**

**October 27, 2017**

Purchasing Agent: Michael Iwasaki  
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**Item: OFFICE FURNITURE (Systems and Accessories, Desks, Tables, Seating, Filing, Storage, Case-Goods)**

Vendor: 01434J Midwest Commercial Interiors (Authorized dealer for Steelcase)  
987 South West Temple  
Salt Lake City, UT 84101

Internet Homepage: <https://www.steelcase.com/states/wsca-state-utah/>

Contact: Steve Peterson  
Telephone: 801-359-7681  
Fax number: 801-355-2713  
Email address: [Stevep@mwciutah.com](mailto:Stevep@mwciutah.com)

Contact: Kevin Loubert  
Telephone: 616-246-9455  
Fax number: 616-246-4143  
Email address: [kloubert@steelcase.com](mailto:kloubert@steelcase.com)

Contact: Bryan Breshears  
Telephone: 801-922-0988  
Fax number: 801-355-2713  
Email address: [kloubert@steelcase.com](mailto:kloubert@steelcase.com)

Usage Report Contact: Karla Martinez  
Telephone: 616-475-2960  
Email address: [rebates@steelcase.com](mailto:rebates@steelcase.com)

Reporting Type: Line-Item

Brand/trade name: Steelcase

Price: Discount from Steelcase Price List 184  
Terms: NET 30 DAYS  
Effective dates: 11/01/2012 thru 04/29/2018

Renewal options remaining:  
Days required for delivery: Lead times dependent on product  
Price guarantee period: 1 year  
Freight: FOB Destination, Freight Prepaid. Freight included in price  
Minimum order: None  
Min shipment without charges: None



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Solicitation #: TO11013 WSCA Office Furniture

Administrative Fee: The administrative fee for this contract is **0.50%** and is already included in the contract price.

## NOTE TO AGENCIES:

Multiple Award:

MA144	MBI, Inc. (Allsteel)
MA145	Henriksen Butler (Herman Miller)
MA146	Desks Inc. (Hon Company)
PA022	Utah Correctional Industries – Wood Furnishings and Metal Chairs

This contract covers only those items listed in the price schedule. It is the responsibility of the agency to ensure that other items purchased are invoiced separately. State agencies will place orders directly with the vendor creating a PRC in Finet. Agencies will return to the vendor any invoice which reflects incorrect pricing.

The goods or services identified in this contract may be subject to the UCI State Use Law. Please review the law at: <http://purchasing.utah.gov/training/documents/stateuselaw.pdf>.

The UCI Contracts can be found at: <http://purchasing.utah.gov/prison-industry-community-rehabilitation-contracts/2-purchasing/93-ucicontracts.html>.

The furniture awarded in this contract may be viewed at <http://www.mwciutah.com>

Midwest Office Supply will be required to provide the following services as part of this contract:

1. Dedicated Website.
2. Warranty information provided on the website.
3. Maintain minimum insurance requirements as stated in Master Agreement.
4. Provide Drop Ship, Inside Delivery, and Installation and Design Service (see fees below). Provide Drop Ship (products delivered direct from manufacturer with no installation cost), Inside Delivery (products delivered by the Authorized Dealer inside an office building location as designated on a purchase order, unloaded and unboxed with no assembly), and Installation and Design Services (see description and fees below).
5. Owner's manual provided on the website.
6. When the repair or replacement of a furniture product under warranty becomes necessary,



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Midwest Office Supply shall act as a servicing agent for the manufacturer to remedy the problem. All repair/replacement work shall be coordinated by Midwest Office Supply. All defective products/components shall be replaced or repaired.

7. Detailed contract requirements are stated in the Master Agreement.

**OPTIONAL SERVICES:**

<b>Design Services</b>	<b>\$48.25/Man Hour</b>
<b>Order Specification Fee</b>	<b>\$30.25/Man Hour</b>

Design and layout services for new product include:

1. **DESIGN PROGRAMMING.** This is the research and decision-making process that identifies the scope of work to be designed. In many cases a sales representative can gather this information to pass onto designers, however, depending on the size, scope or complexity of a project a designer may be called in to participate in programming meetings.
2. **FIELD VERIFICATION** of facility dimensions, this includes going on site to inspect and measure the space along with updating the customer provided CAD drawings to reflect accurate dimensions, or creating the CAD drawings if they don't exist.
3. **FURNITURE SPACE PLANNING, LAYOUT, and 3D RENDERING,** this may include multiple revisions based on customer feedback. Space planning may include preliminary block plans to determine space utilization or may include specific product application and design. Designers ensure that drawings meet all building, electrical and fire codes, and may obtain approval from building department as required.
4. **FURNITURE SPECIFICATION,** this includes creating parts lists based on the layout of the space, application of CMF, and specification/coordination of electrical/data. This also includes a double check of work to make sure all specifications meet code and match the requested finishes, quantities and sizes on the floor plan. This may also include time to research and present multiple product options as requested. Each time the layout or CMF is revised the specification must also be revised. A proposal is created from final specifications and allows an order to be placed.
5. **COLOR, MATERIAL and FINISH (CMF) recommendations.** This may include time to research and present multiple options as requested. When a customer's own material (COM) is selected, a designer must spend time verifying yardage and application of COM along with availability and compatibility on product. Each time colors or finishes are revised by a customer the specification must also be revised.
6. **FINAL FLOOR PLANS** are created and used for customer sign off and installation, to include furniture layout, electrical/data locations, etc. These may be provided to a customer as a printed copy or electronic PDF format.

Additional Requirements:

- Fabric, paint, and finishes shall be available electronically and incorporated in CAD drawings to aid in the selection process. The accuracy of all facility dimensions,



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obstructions, and attributes shall be the responsibility of the Authorized Dealer for each Participating Entity.

- The Authorized Dealer shall be responsible for overages, shortages or all other ordering errors resulting from orders based on the design work completed by the Authorized Dealer. Approval of design work by the Purchasing Entity does not constitute responsibility for the Authorized Dealer design or ordering process.
- If the Authorized Dealer for each Participating Entity is found to have designed and specified a new furniture installation which does not fit properly due to inaccurate floor plans, it shall be the Authorized Dealer for each Participating Entity's responsibility (financially and logistically) to resolve the matter to the Purchasing Entity's satisfaction. No payment shall be made until the issue is fully resolved and approved by the Purchasing Entity's project manager for any Participating Entity.
- The Authorized Dealer for each Participating Entity shall provide an installation plan showing in detail, the position of all new furniture products, wall heights, colors, types of panels, and voice/data outlets. The Purchasing Entity's project manager for any Participating Entity shall approve, in writing, the final plan.
- The Authorized Dealer shall be responsible for all plans and their review for correct product application and stability. The Authorized Dealer is responsible for notify the Purchasing Entity's project manager immediately of any deviations or inconsistencies with product capabilities, including unusual assembly requirements.

The Authorized Dealer is responsible for accurately specifying all necessary products including parts, components, connectors, fillers, trim pieces, and other items in the plan and on the component list. If parts are missing at assembly time, the OEM's Authorized Dealer is responsible for the quick shipment (within the agreed upon timeframe) of the missing parts.

Specification services for new product, existing product or a mix of existing and new product include:

Specification services required for RECONFIGURATION of existing furniture or REWORK of existed product blended with new product may include:

1. **PRODUCT INVENTORY.** A designer is required to go out to the existing space and assess/inventory the existing furniture layout and products. A drawing and specification list of the existing furniture layout is required prior to beginning a reconfigure.
  - a. If the original design was completed by MWCI and the drawings/design are on file, we will verify the existing layout against the drawings then update the drawings to for RECONFIGURATION or REWORK utilizing the existing furniture inventory and any necessary new product.
  - b. If the original design was not completed by MWCI or the drawings/design is not on file then a new furniture plan will need to be created that reflects the current furniture layout prior to beginning the RECONFIGURATION or REWORK.
  - c. Research or verification of existing specifications, standards and finish materials.



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d. Compliance with ADA or other necessary jurisdictional requirements.

Specification services required for NEW furniture product may include:

1. Selection of finish materials and colors, fabrics and upholstery selection, testing of fabrics and upholstery, reservations of COM's and COL's, custom stain formulations and testing, yardage calculations for upholstered goods, specifications of "engineering specials" or non-standard product or sizing, specification or electrical and/or audio/visual components or connections, seismic bracing hardware or detailing as required by jurisdictional authorities
  - a. Research or verification of existing specifications, standards and finish materials.
  - b. Compliance with ADA or other necessary jurisdictional requirements.

**Installation Services**

**\$34.25/Man Hour**

The Authorized Dealer shall take precautions during the installation of any product not to damage the premises or the property of the Purchasing Entity. If damages do occur as a result of operations under this contract, the Authorized Dealer is responsible for ensuring that the affected area/item(s) are returned/restored to their original condition or the Authorized Dealer shall make restitution, as agreed upon by the parties.

General:

- a. The Authorized Dealer shall be fully responsible for the assembly team and the supervision of the team.
- b. The Authorized Dealer is responsible for ordering any missing, damaged, or incorrect items upon discovery.
- c. The Purchasing Entity shall incur no additional charges as a result of the Authorized Dealer's error.
- d. The Purchasing Entity reserves the right to hire or make arrangements for additional cleaning personnel if the Contracted Supplier is not able to properly clean and ready the site for occupation by the designated move in date. The Purchasing Entity shall notify the Authorized Dealer of their intent to hire additional cleaning personnel, and give the Authorized Dealer the opportunity to correct any inadequate cleaning issues. If required, the cost of additional cleaning shall be fully reimbursed by the Authorized Dealer.

Specific to Systems Furniture and Accessories:

- a. The Contracted Supplier or Authorized Dealer must work cooperatively with the Purchasing Entity and participate in the final walk-through inspection and provide a punch out checklist if requested.
- b. The punch out written checklist shall be a listing of any missing, incorrect, or damaged items.



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- c. The Authorized Dealer is responsible to ensure that a final cleaning will be completed prior to the final walk-through and shall include a wet wipe down of all surfaces, vacuuming of carpet or broom sweeping of solid surface flooring, and any other cleaning required for the work stations to be in move-in condition.

**Specific to Seating:**

- a. The Authorized Dealer shall be fully responsible for the assembly of the product. Installed items must be fully assembled and ready for use within the agreed upon timeframe of the Purchasing Entity.
- b. The Authorized Dealer is responsible for ensuring that a final cleaning will be completed prior to the final walk-through and acceptance of the seating items.

**Specific to Desks, Tables, Filing, Metal Storage and Wooden Case-Goods:**

- a. The Authorized Dealer shall be fully responsible for the assembly of installed product. Installed product must be fully assembled and ready for use the agreed upon timeframe of the Purchasing Entity.
- b. The Authorized Dealer must place all desk, tables, filing, metal storage and wooden case-goods in the location designated by the Design Plan or Purchasing Entity.
- c. The Authorized Dealer is responsible to ensure that a final cleaning will be completed prior to the final walk-through and acceptance of all purchased items.



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ATTACHMENT II					
State of Utah - NASPO ValuePoint (Western States Contracting Alliance) PA - Contract No. MA147					
Steelcase Product and Discount Summary					
	Discount from List Price - Drop Ship %				
June 16, 2017	\$1-\$50,000	\$50,001-\$100,000	\$100,001-\$200,000	\$200,001-\$500,000	\$500K +
<b>5.2 Systems Furniture and Accessories</b>					
<b>Monolithic Systems &amp; Accessories</b>					
Series 9000, Avenir, Montage and Standard & Utility Lighting	63.82%	63.82%	64.83%	64.83% or more **	64.83% or more **
Kick Systems & Kick Freestanding, TS Worksurfaces	59.80%	59.80%	63.82%	63.82%	64.83% or more **
<b>Frame and Tile &amp; Accessories</b>					
Answer, Universal Worksurfaces & Pedestals	64.83%	64.83%	64.83% or more **	64.83% or more **	64.83% or more **
Ellipse	61.81%	61.81%	63.82%	63.82% or more **	63.82% or more **
Bottomline/Underline Task Lights, LED Shelf & LED Personal Task Lighting, LED Linear Shelf Light, Universal Privacy Modesty Screen	50.76%	51.76%	51.76% or more **	51.76% or more **	51.76% or more **
Balance of Steelcase Steel Systems Products (with some Exceptions)	57.79%	57.79%	59.80%	59.80% or more **	59.80% or more **
Balance of Worktools Products (with some Exceptions)	50.76%	51.76%	51.76% or more **	51.76% or more **	51.76% or more **
<b>5.3 Seating</b>					
Criterion, 433 Protégé, 473 Max-Stacker II and 475 Player, Snodgrass, Snodgrass Wood	63.82%	63.82%	64.83%	64.83% or more **	64.83% or more **
Amia, Move, Cachet, Leap, Think, Cobi, Node, Reply, Qivi, Gesture, B-Free	52.77%	52.77%	54.78%	54.78% or more **	54.78% or more **
i2i	47.74%	47.74%	51.76%	51.76% or more **	51.76% or more **
media:lounge, Brody Lounge Seating	41.71%	41.71%	44.73%	44.73% or more **	44.73% or more **
Max Stacker III, Balance of Steelcase Steel Seating Products (with some Excep	57.79%	57.79%	59.80%	59.80% or more **	59.80% or more **
Steelcase Wood Seating including Siento	48.75%	48.75%	51.76%	51.76% or more **	51.76% or more **
Sawyer	57.79%	57.79%	59.80%	59.80% or more **	59.80% or more **
Turnstone Seating, including Buoy	53.77%	53.77%	57.79%	57.79% or more **	57.79% or more **
Coalesse Seating (with some Exceptions)	47.74%	49.75%	50.76%	50.76% or more **	50.76% or more **
Steelcase Health Seating, including Regard	44.73%	46.74%	46.74% or more **	46.74% or more **	46.74% or more **
<b>5.4 Desks and Tables</b>					
c:scape, Verb, Divisio Screens	45.73%	45.73%	49.75%	49.75% or more **	49.75% or more **
FrameOne	47.74%	47.74%	49.75%	49.75% or more **	49.75% or more **
media:tables, Thread Floor Power System, Fitwork	41.71%	41.71%	44.73%	44.73% or more **	44.73% or more **
Ology	46.74%	46.74%	47.74%	47.74% or more **	47.74% or more **
Migration	42.72%	42.72%	43.72%	43.72% or more **	43.72% or more **
Balance of Steelcase Steel Desk/Table Products (with some Exceptions)	57.79%	57.79%	59.80%	59.80% or more **	59.80% or more **
Elective Elements	51.76%	51.76%	54.77%	54.77% or more **	54.77% or more **
Walden Products, Steelcase Wood Desks/Tables including Flexframe	48.75%	48.75%	51.76%	51.76% or more **	51.76% or more **
Groupwork, Currency, Payback and Sawyer Desks/Tables	57.79%	57.79%	59.80%	59.80% or more **	59.80% or more **
Turnstone Desks and Tables, including Bivi	53.77%	53.77%	57.79%	57.79% or more **	57.79% or more **
E-Table 2	48.75%	49.75%	50.76%	50.76% or more **	50.76% or more **
Coalesse Products (with some Exceptions)	47.74%	49.75%	50.76%	50.76% or more **	50.76% or more **
Steelcase Health Table Products	44.73%	46.74%	46.74% or more **	46.74% or more **	46.74% or more **
Steelcase Steel Airtouch Adjustable Tables	56.79%	56.79%	60.81%	60.81% or more **	60.81% or more **
Balance of Worktools Products (with some Exceptions)	50.76%	51.76%	51.76% or more **	51.76% or more **	51.76% or more **
<b>5.5 Filing, Storage and Casegoods</b>					
TS Bins & Shelves	59.80%	59.80%	63.82%	63.82%	64.83% or more **
200, 800 & 900 Laterals and Overfile Cabinets	61.81%	61.81%	63.82%	63.82% or more **	63.82% or more **
Steelcase Universal Pedestals and Curved/ITC/OTC Bins & Shelves					
Steelcase Universal: Pedestals, Curved/ITC/OTC Bins & Shelves, Bookcases, Combination Cabinets, Lateral Files, Storage Cabinets, Towers, Wardrobe Cabinets, Workstation Verticals, Storage Accessories	64.83%	64.83%	64.83% or more **	64.83% or more **	64.83% or more **
Balance of Steelcase Steel Storage Products (with some Exceptions)	57.79%	57.79%	59.80%	59.80% or more **	59.80% or more **
Elective Elements	51.76%	51.76%	54.77%	54.77% or more **	54.77% or more **
Walden Products	48.75%	48.75%	51.76%	51.76% or more **	51.76% or more **
Steelcase Wood Storage Products	57.79%	57.79%	59.80%	59.80% or more **	59.80% or more **
Currency & Payback Filing/Storage, TS Mobile Pedestals, TS Fixed Pedestals, TS Tower Too, TS Underworksurface Laterals, TS Laterals	57.79%	57.79%	59.80%	59.80% or more **	59.80% or more **
Balance of Turnstone Filing/Storage	53.77%	53.77%	57.79%	57.79% or more **	57.79% or more **
Coalesse Filing/Storage Products (with some Exceptions)	47.74%	49.75%	50.76%	50.76% or more **	50.76% or more **
Steelcase Health Casegood Products, including Regard	44.73%	46.74%	46.74% or more **	46.74% or more **	46.74% or more **
Other					
Service Parts for all of the above	34.68%	34.68%	34.68%	34.68%	34.68%

**EXCEPTIONS**

- Steelcase Steel and Wood Price Lists: New Products, Leap Worklounge and Ottoman, Education Technology Products, Eno, Other Technology Products, Room Wizard 2.0, Premium Whiteboards, STC Workplace Advisor
- Turnstone Price Lists: New Products.
- Coalesse Price Lists: New Products, Carl Hansen, Arzu.



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**FINET COMMODITY CODE(S):** For Agency use only.

42503000000 - BOOKCASES AND BOOKSHELVES, METAL

42506000000 - CHAIRS, METAL

42513000000 - CREDENZA UNIT, METAL

42520000000 - DESKS AND TABLES, METAL

42540000000 - FILING CABINETS, METAL: CARD, JUMBO, LATERAL, LEGAL AND LETTER

42594000000 - WORK STATIONS, MODULAR, SYSTEMS FURNITURE

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**REVISION HISTORY:**

4/7/2016. Added new products (Ology and Migration).

6/20/2017: Added new products and updated matrix to add those products.