

STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET February 2, 2012
PROCUREMENT
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE 3
TO
CONTRACT NO. 071B8200258
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF CONTRACTOR DBI Business Interiors 912 East Michigan Ave. Lansing, MI 48912 Email: larry.johnson@dbiyes.com	TELEPHONE (517) 290-1643 Larry Johnson
	CONTRACTOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-2619 Seleana Samuel
Contract Compliance Inspector: James Clark Refurbished Open Space Office Furniture, Lateral Files, Design and Installation Services Statewide Contract	
CONTRACT PERIOD: From: August 6, 2008 To: August 5, 2012	
TERMS 1% 15 Days, Net 30 Days	SHIPMENT
F.O.B. Delivered	SHIPPED FROM Lansing, MI
MINIMUM DELIVERY REQUIREMENTS There are NO minimum order requirements.	
MISCELLANEOUS INFORMATION:	

THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT

NATURE OF CHANGE(S):

Effective February 5, 2012, this Contract is hereby EXTENDED to August 5, 2012.

All other terms, conditions, specifications and pricing remain the same.

AUTHORITY/REASON:

Per DTMB-Procurement's request and vendor agreement (signed letter from Larry Johnson on 1/31/2012).

ESTIMATED CONTRACT VALUE REMAINS: \$2,000,000.00

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

July 28, 2011

CHANGE NOTICE 2
TO
CONTRACT NO. 071B8200258
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF CONTRACTOR DBI Business Interiors 912 East Michigan Ave. Lansing, MI 48912 Email: larry.johnson@dbiyes.com	TELEPHONE (517) 290-1643 Larry Johnson
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TERMS 1% 15 Days, Net 30 Days	SHIPMENT
F.O.B. Delivered	SHIPPED FROM Lansing, MI
MINIMUM DELIVERY REQUIREMENTS There are NO minimum order requirements.	
MISCELLANEOUS INFORMATION:	

THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT

NATURE OF CHANGE(S):

Effective August 6, 2011 this Contract is hereby EXTENDED to February 5, 2012.

Also, the Buyer has been changed to Seleana Samuel.

All other terms, conditions, specifications and pricing remain unchanged.

AUTHORITY/REASON:

Per DTMB-Purchasing Operations request (letter from Seleana Samuel dated 7/8/2011) and vendor agreement (signed letter from Larry Johnson on 7/27/2011).

ESTIMATED CONTRACT VALUE REMAINS: \$2,000,000.00

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

March 31, 2010

CHANGE NOTICE 1
TO
CONTRACT NO. 071B8200258
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF CONTRACTOR DBI Business Interiors 912 East Michigan Ave. Lansing, MI 48912 Email: larry.johnson@dbiyes.com	TELEPHONE (517) 290-1643 Larry Johnson
	CONTRACTOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-1455 Laura Gyorkos, CPPB
Contract Compliance Inspector: James Clark Refurbished Open Space Office Furniture, Lateral Files, Design and Installation Services Statewide Contract	
CONTRACT PERIOD: From: August 6, 2008 To: August 5, 2011	
TERMS 1% 15 Days, Net 30 Days	SHIPMENT
F.O.B. Delivered	SHIPPED FROM Lansing, MI
MINIMUM DELIVERY REQUIREMENTS There are NO minimum order requirements.	
MISCELLANEOUS INFORMATION:	

THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT

NATURE OF CHANGE(S):

Effective immediately, if purchase orders are issued using American Reinvestment and Recovery Act (ARRA) funds, the following terms and conditions shall apply and hereby ADDED to the Contract:

Article 6 - See attached terms and conditions.

All other prices, specifications, terms and conditions remain unchanged.

AUTHORITY/REASON:

Per DMB purchasing Operations and vendor agreement.

ESTIMATED CONTRACT VALUE REMAINS: \$2,000,000.00

Contract No. 071B8200258

Change Notice No. 1

March 31, 2010

Article 6

SOLICITATION & AWARD TERMS FOR ASSISTANCE AGREEMENTS THAT INCLUDE FUNDS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009, PUBLIC LAW 111-5

6.001 Definitions 5
6.010 Reporting & Registration Requirements (Section 1512) 5
6.020 Buy American Requirement (Section 1605)..... 7
6.030 Prevailing Wages 9
6.040 Inspection & Audit of Records 9
6.050 Whistle Blower Protection for Recipients of Funds 10
6.060 Funding of Programs 10
6.070 Fixed Price- Competitively Bid 10
6.080 Reserved 10
6.090 Publication 10
6.100 Reserved 10
6.110 Non- Discrimination 10
6.120 Prohibition on Use of Funds 10
6.130 False Claims Act..... 10
6.140 Reserved 11
6.150 Job Opportunity Posting Requirements 11

6.001 Definitions

Definitions:

ARRA means the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5.

6.010 Reporting & Registration Requirements (Section 1512)

These reporting requirements are a material obligation of the Contract. Contractor's failure to comply may be a material basis for termination under Section 2.150, Termination by the State.

On July 1, October 1, January 1, and April 1, Contractor must provide the following information to the State:

- (A) The name of the project or activity;
- (B) A description of the project or activity;
- (C) An evaluation of the completion status of the project or activity;
- (D) An estimate of the number of jobs created and the number of jobs retained by the project or activity; and
- (E) Detailed information on any subcontracts awarded by Contractor to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282), as prescribed by the Director of OMB as follows:

For all subcontracts that meet any of the following qualifications, Contractor must provide the total number and total monetary amount of subcontracts:

- (1) valued at less than \$25,000;
- (2) awarded to an individual; or
- (3) awarded to an entity other than an individual which had less than \$300,000 in gross income in the previous tax year.

For all other subcontracts, Contractor must provide:

- (1) Subcontractor identifying information:
 - (a) Subcontractor's nine digit Data Universal Numbering System (DUNS) number; or
 - (b) U.S. Central Contractor Registration plus 4 extended DUNS number.
- (2) Award number or other identifying number assigned by Contractor.
- (3) Subcontractor's Legal Name as registered in the U.S. Central Contractor Registry.
- (4) Subcontractor's location, including:
 - (a) Physical location as listed in the Central Contractor Registry; and
 - (b) United States Congressional District (format of MI-002 where the Michigan 2nd Congressional District is the location).
- (5) Subcontractor's entity type (choose one):
 - (a) State government
 - (b) County government
 - (c) City or Township government
 - (d) Regional organization

- (e) Independent School District
 - (f) Public/State-controlled institution of higher education
 - (g) Federally recognized Indian/Native American Tribal government
 - (h) Non-Federally recognized Indian/Native American Tribal government
 - (i) Indian/Native American Tribally designated organization
 - (j) Non-profit with 501(c)(3) IRS status (not institution of higher education)
 - (k) Non-profit without 501(c)(3) IRS status (not institution of higher education)
 - (l) Private institution of higher education
 - (m) Individual
 - (n) For-Profit organization (not small business)
 - (o) Small business
 - (p) Hispanic-serving institution
 - (q) Historically Black Colleges and Universities (HBCUs)
 - (r) Tribally Controlled Colleges and Universities (TCCUs)
 - (s) Alaska Native and Native Hawaiian serving institutions
 - (t) Non-domestic (non-US) entity
 - (u) Other
- (6) Cumulative amount of cash disbursed to subcontractor as of reporting period end date.
 - (7) Total amount of cash to be disbursed by the end of the subcontract.
 - (8) Date that the subcontract was awarded.
 - (9) Date that the subcontractor's contract is scheduled to be completed.
 - (10) Primary performance location.
 - (11) The names and Total Compensation of the 5 most highly compensated officers of the entity if the public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986, and the subcontractor in the preceding Federal fiscal year received:
 - (a) 80 percent or more of its annual gross revenues from Federal awards; and
 - (b) \$25,000,000 or more in annual gross revenues from Federal awards.

For the purposes of this provision, "Total Compensation" means the cash and non-cash dollar value earned by the executive during the subcontractor's past fiscal year, including the following:

- (a) Salary and bonus.
- (b) Awards of stock, stock options, stock appreciation rights. Use the dollar value used for financial statement reporting purposes with respect to the fiscal year.
- (c) Earnings for services under non-equity incentive plans. Do not include group life, health, hospitalization, medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- (d) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- (e) Above-market earnings on deferred compensation which are not qualified.
- (f) Other compensation, including severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000.00.

6.020 Buy American Requirement (Section 1605)

Definitions as used in this section:

- (A) *Designated Country* means:
- (1) a World Trade Organization Government Procurement Agreement country: Aruba, Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea (Republic of), Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Singapore, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, and United Kingdom; or
 - (2) a Free Trade Agreement (FTA) country: Australia, Chile, and Singapore.
- (B) *Designated Country Good* is iron, Steel, or a Manufactured Good (other than construction-grade steel, motor vehicles, and coal) that:
- (1) is wholly the growth, product or manufacture of a Designated Country; or
 - (2) in the case of a Manufactured Good that consists in whole or in part of materials from another country, has been substantially transformed in a Designated Country into a new and different Manufactured Good distinct from the materials from which it was transformed.
- (C) *Domestic Good* is iron, Steel, or a Manufactured Good that:
- (1) is wholly the growth, product or manufacture of the United States; or
 - (2) in the case of a Manufactured Good that consists in whole or in part of materials from another country, has been substantially transformed in the United States into a new and different Manufactured Good distinct from the materials from which it was transformed. There is no requirement with regard to the origin of components or subcomponents in Manufactured Goods or products, as long as the manufacture of goods occurs in the United States.
- (D) *Federal Agency* means the department or agency of the federal government that awarded funds to the State of Michigan from the ARRA which finances the project described in this RFP.
- (E) *Foreign Good* is iron, Steel, or a Manufactured Good that is not a Domestic or Designated Country Good.
- (F) *Manufactured Good* means a good brought to the construction site for incorporation into the building or work that has been--
- (1) processed into a specific form and shape; or
 - (2) combined with other raw material to create a material that has different properties than the properties of the individual raw materials.
- (G) *Public Building* and *Public Work* means a public building of, and a public work of, a governmental entity (the United States; the District of Columbia; commonwealths, territories, and minor outlying islands of the United States; State and local governments; and multi-State, regional, or interstate entities which have governmental functions). These buildings and works may include, without limitation, bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, pumping stations, heavy generators, railways, airports, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, and canals, and the construction, alteration, maintenance, or repair of such buildings and works.
- (H) *Steel* means an alloy that includes at least 50 percent iron, between .02 and 2 percent carbon, and may include other elements.

(I) *United States* means the 50 States, the District of Columbia, and outlying areas.

I. Required use of Domestic Goods

(A) Under ARRA section 1605, only Domestic Goods will be used in the construction, alteration, maintenance, or repair of a Public Building or Public Work, unless an exception applies. This requirement does not apply to the Domestic Goods listed:

None

(B) A Contractor requesting a determination regarding the inapplicability of ARRA section 1605 must submit the request to the Federal Agency with adequate time to allow a determination. A Contractor must provide a copy of this request to the DMB Buyer. The Federal Agency is the sole entity authorized to make determinations regarding the inapplicability of ARRA section 1605.

(C) The Federal Agency may except other iron, Steel, or Manufactured Goods (other than construction-grade steel, motor vehicles, and coal) if it determines that:

- (1) the cost of Domestic Goods would be unreasonable. The cost of Domestic Goods used in the project is unreasonable when the cumulative cost of such material will increase the cost of the overall project by more than 25 percent;
- (2) the iron, Steel, or Manufactured Good (other than construction-grade steel, motor vehicles, and coal) is not produced or manufactured in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
- (3) the application of ARRA section 1605 would be inconsistent with the public interest.

(D) Regardless of the status of any determination request, any Contractor that requests to use non-Domestic Goods must include in its determination request:

- (1) a description of the iron, Steel, or Manufactured Goods;
- (2) unit of measure;
- (3) quantity;
- (4) cost;
- (5) time of delivery or availability;
- (6) location of the construction project;
- (7) name and address of the proposed supplier; and
- (8) a detailed justification of the reason for use of non-Domestic Goods.

(E) If the Contractor proposes the use of non-Domestic Goods, the Contractor must submit an alternate proposal based on the use of equivalent Domestic Goods. If an alternate proposal is submitted, the Contractor must submit a separate cost comparison table similar to the DOMESTIC AND NON-DOMESTIC GOODS COST COMPARISON table.

(F) A request based on the unreasonable cost of a Domestic Good must include a survey of suppliers and a completed cost comparison table listed below for each item. The Contractor must list the name, address, telephone number, e-mail address, and contact person for each supplier surveyed. The Contractor must also attach a copy of each supplier's response; if the response is oral, the Contractor must attach a summary. The Contractor may include other supporting information.

DOMESTIC AND NON-DOMESTIC GOODS COST COMPARISON

Description of Goods	Unit of measure	Quantity	Cost (dollars)*
Item 1: Domestic Goods..... non-Domestic Goods.....			
Item 2: Domestic Goods..... non-Domestic Goods.....			

**Include all delivery costs to the construction site.*

(G) If the Federal Agency denies an exception requested under ARRA section 1605, the State will pursue the Contractor's proposal based on the use of Domestic Goods.

(H) Any request under subsection (b) submitted must explain why the Contractor could not reasonably foresee the need for such determination and could not have requested the determination before the contract was awarded. If the Contractor does not submit a satisfactory explanation, the Federal Agency does not need to make a determination.

(I) If the Federal Agency determines after the contract award that an exception to ARRA section 1605 or the Buy American Act applies, and the agency and the Contractor negotiate adequate consideration, the agency will modify the contract to allow use of the non-Domestic Goods. However, when the basis for the exception is the unreasonable cost of a Domestic Good, adequate consideration must not be less than the differential established in the DOMESTIC AND NON-DOMESTIC GOODS COST COMPARISON table.

(J) ARRA section 1605 does not apply to equipment or tools which are not incorporated into the building or work.

6.030 Prevailing Wages

Under ARRA section 1606, wages paid to all laborers and mechanics employed by the Contractor and each subcontractor on projects funded in whole or in part with funds available under ARRA must not be less than prevailing wages on projects of a similar character in the locality, as determined by the United States Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40 of the United States Code. The Secretary of Labor’s determination regarding the prevailing wages applicable in Michigan is available at <http://www.gpo.gov/davisbacon/mi.html>. This provision supersedes section 2.204, Wage Rate Requirements.

6.040 Inspection & Audit of Records

In addition to the requirements of Article 2:

(A) Contractor must permit both the United States Comptroller General or its representative and the United States Inspector General or its representative to:

- (1) examine any records that directly pertain to, or involve transactions relating to, this contract; and
- (2) interview any officer or employee of the Contractor or any of its subcontractors, regarding the activities funded with funds appropriated or otherwise made available by the ARRA.

(B) This provision must be included in all subcontracts.

(C) Failure to comply with subsection (a) or (b) is considered a material breach and may result in the termination of the Contract.

6.050 Whistle Blower Protection for Recipients of Funds

Contractor must post notice of an employee's rights and remedies for whistleblower protections under ARRA section 1553. Contractor must include this section in all subcontracts.

6.060 Funding of Programs

Under 2009 PA 7, Section 209, this Contract is supported with temporary federal funds made available by the ARRA. The programs supported with the temporary federal funds will not be continued with state financed appropriations once the temporary federal funds are expended.

6.070 Fixed Price- Competitively Bid

Contractor must, to the maximum extent possible, award subcontracts as fixed-price contracts through competitive bid procedures.

6.080 Reserved

6.090 Publication

Contractor must identify projects supported by the ARRA by including the appropriate emblems as the State may require.

6.100 Reserved

6.110 Non- Discrimination

In addition to the requirements of Article 2, Contractor must comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and other civil rights laws applicable to recipients of Federal financial assistance.

6.120 Prohibition on Use of Funds

Funds paid to the Contractor must not be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

6.130 False Claims Act

Contractor must promptly refer to an appropriate federal inspector general any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act, 31 U.S.C. 3729, or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving the ARRA.

6.140 *Reserved*

6.150 *Job Opportunity Posting Requirements*

Contractor shall post notice of job opportunities funded by this Contract in the Michigan Talent Bank, www.michworks.org/mtb.

**STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933**

August 20, 2008

**NOTICE
 OF
 CONTRACT NO. 071B8200258
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF CONTRACTOR DBI Business Interiors 912 East Michigan Ave. Lansing, MI 48912 Email: larry.johnson@dbiyes.com	TELEPHONE (517) 290-1643 Larry Johnson CONTRACTOR NUMBER/MAIL CODE BUYER/CA (517) 373-1455 Laura Gyorkos, CPPB
Contract Compliance Inspector: James Clark Refurbished Open Space Office Furniture, Lateral Files, Design and Installation Services Statewide Contract	
CONTRACT PERIOD: From: August 6, 2008 To: August 5, 2011	
TERMS 1% 15 Days, Net 30 Days	SHIPMENT
F.O.B. Delivered	SHIPPED FROM Lansing, MI
MINIMUM DELIVERY REQUIREMENTS There are NO minimum order requirements.	
MISCELLANEOUS INFORMATION:	

THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT

The terms and conditions of this Contract are those of ITB #07116200036, this Contract Agreement and the vendor's quote dated 1/4/06. In the event of any conflicts between the specifications, and terms and conditions, indicated by the State and those indicated by the vendor, those of the State take precedence.

Estimated Contract Value: \$2,000,000.00

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
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 530 W. ALLEGAN, LANSING, MI 48933

CONTRACT NO. 071B8200258
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THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the ITB No. 07116200036. Orders for delivery will be issued directly by State agencies.

All terms and conditions of the invitation to bid are made a part hereof.

FOR THE CONTRACTOR:

DBI Business Interiors

Firm Name

Authorized Agent Signature

George Snyder, President

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Anthony DesChenes, Director

Name/Title

Commodities Division, Purchasing Operations

Division

Date



STATE OF MICHIGAN
Department of Management and Budget
Purchasing Operations

Contract #071B8200258
Refurbished Open Space Office Furniture, Lateral Files,
Design and Installation Services

DBI Business Interiors (DBI)

Buyer Name: Laura Gyorkos
Telephone Number: (517) 373-1455
E-Mail Address: gyorkosl@michigan.gov

TABLE OF CONTENTS

Refurbished Open Space Office Furniture, Lateral Files, Design and Installation Services

ARTICLE 1 – STATEMENT OF WORK (SOW)	19
1.0 Introduction	19
1.001 DEFINING DOCUMENT.....	19
1.002 PROJECT TITLE AND DESCRIPTION.....	19
1.003 PROJECT CONTROL.....	19
1.004 COMMENCEMENT OF WORK.....	19
1.1 Product Quality	19
1.101 SPECIFICATIONS	19
1.102 RESERVED	20
1.103 QUALITY ASSURANCE PROGRAM	20
1.104 WARRANTY.....	20
1.105 RECYCLING/ENVIRONMENTAL AWARENESS	21
1.106 RESERVED.....	22
1.107 STATE ESTABLISHED STANDARDS.....	22
1.2 Service Capabilities	22
1.201 CUSTOMER SERVICE/ORDERING.....	22
1.202 DEALERSHIP SUPPORT	24
1.203 DESIGN SERVICES.....	25
1.204 INSTALLATION SERVICES	26
1.205 PREMIUM SERVICES	28
1.206 RESERVED	29
1.207 REPORTING	29
1.208 SPECIAL PROGRAMS.....	30
1.209 PROJECT COORDINATION	30
1.211 REFURBISHED PRODUCT.....	30
1.212 RESERVED	30
1.213 RESERVED	31
1.214 E-COMMERCE CAPABILITIES	31
1.215 PRODUCT/COLOR /FABRIC INFORMATION.....	31
1.214 RESERVED.....	31
1.217 E-CATALOG/BROCHURES	31
1.218 ORDER/INVOICE/RECONCILIATION.....	33
1.219 SECURITY	33
1.220 DESIGN PROGRAMS.....	34
1.3 Delivery Capabilities	34
1.301 TIME FRAMES.....	34
1.302 MINIMUM ORDER	37
1.304 PACKAGING/ASSEMBLY/LABELING/PALLETIZING	37
1.305 DELIVERY/SHORT TERM STORAGE.....	38
1.4 Project Price.....	40
1.401 PROPOSAL PRICING--FURNITURE	40
d. TIME STUDIES.....	43
1.407 QUICK PAYMENT TERMS.....	44
1.408 PRICE TERM	44
ARTICLE 2 – GENERAL TERMS AND CONDITIONS	45
2.0 Introduction	45
2.001 GENERAL PURPOSE	45
2.002 ISSUING OFFICE AND CONTRACT ADMINISTRATOR	45
2.003 NOTICE	45
2.004 CONTRACT TERM	46

	2.005	GOVERNING LAW	46
	2.006	APPLICABLE STATUTES.....	46
	2.007	RELATIONSHIP OF THE PARTIES.....	47
	2.008	HEADINGS.....	47
	2.009	MERGER.....	47
	2.010	SEVERABILITY	47
	2.011	SURVIVORSHIP	47
	2.012	NO WAIVER OF DEFAULT	47
	2.013	PURCHASE ORDERS.....	47
2.1		Vendor/Contractor Obligations	47
	2.101	ACCOUNTING RECORDS	47
	2.102	NOTIFICATION OF OWNERSHIP.....	48
	2.103	SOFTWARE COMPLIANCE.....	48
	2.104	RESERVED.....	48
	2.105	RESERVED.....	48
	2.106	PREVAILING WAGE	48
	2.107	PAYROLL AND BASIC RECORDS	49
	2.108	COMPETITION IN SUBCONTRACTING.....	49
	2.109	CALL CENTER DISCLOSURE	50
2.2		Contract Performance.....	50
	2.201	TIME IS OF THE ESSENCE	50
	2.202	CONTRACT PAYMENT SCHEDULE.....	50
	2.203	RESERVED.....	50
	2.204	RESERVED.....	50
	2.205	ELECTRONIC PAYMENT AVAILABILITY.....	50
	2.206	RESERVED.....	50
2.3		Contract Rights and Obligations	50
	2.301	INCURRING COSTS.....	50
	2.302	CONTRACTOR RESPONSIBILITIES	50
	2.303	ASSIGNMENT AND DELEGATION	51
	2.304	TAXES.....	51
	2.305	INDEMNIFICATION	51
	2.306	LIMITATION OF LIABILITY.....	53
	2.307	CONTRACT DISTRIBUTION.....	54
	2.308	FORM, FUNCTION, AND UTILITY.....	54
	2.309	ASSIGNMENT OF ANTITRUST CAUSE OF ACTION	54
	2.310	PURCHASING FROM OTHER STATE AGENCIES	54
	2.311	TRANSITION ASSISTANCE	54
	2.312	RESERVED.....	54
	2.313	RESERVED.....	54
	2.314	WEBSITE INCORPORATION.....	54
2.4		Contract Review and Evaluation.....	54
	2.401	RESERVED.....	54
	2.402	PERFORMANCE REVIEWS.....	54
	2.403	AUDIT OF CONTRACT COMPLIANCE/ RECORDS AND INSPECTIONS	55
2.5		Quality and Warranties	56
	2.501	PROHIBITED PRODUCTS	56
	2.502	QUALITY ASSURANCE	56
	2.503	INSPECTION.....	56
	2.504	GENERAL WARRANTIES (GOODS).....	56
	2.505	CONTRACTOR WARRANTIES	57
	2.506	STAFF	58
	2.507	RESERVED.....	58
	2.508	RESERVED.....	58
	2.509	RESERVED.....	58
2.6		Breach of Contract.....	58
	2.601	BREACH DEFINED	58

	2.602	NOTICE AND THE RIGHT TO CURE	58
	2.603	EXCUSABLE FAILURE.....	59
2.7		Remedies.....	59
	2.701	CANCELLATION	59
	2.702	RIGHTS UPON CANCELLATION	60
	2.703	RESERVED	61
	2.704	STOP WORK	61
	2.705	SUSPENSION OF WORK.....	61
2.8		Changes, Modifications, and Amendments	62
	2.801	APPROVALS	62
	2.802	TIME EXTENTIONS	62
	2.803	MODIFICATION	62
	2.804	AUDIT AND RECORDS UPON MODIFICATION.....	62
	2.805	CHANGES.....	63
	2.900	LIABILITY INSURANCE.....	63
	2.901	EXTENDED PURCHASING TO LOCAL UNITS OF GOVERNMENT/INSTITUTIONS OF HIGHER LEARNING.....	66
	2.902	LABOR RELATIONS	66
	2.903	WORKPLACE DISCRIMINATION.....	67

Items marked “RESERVED” do not apply to this contract.

ATTACHMENTS:

Appendix A: Specifications

- Refurbished Open Space Office Furniture Product Specifications (5 pages)
- Refurbished Open Space Office Furniture Design Services Specifications (5 pages)
- Refurbished Open Space Office Furniture Installation Specifications (6 pages)
- Refurbished Lateral File Specifications (3 pages)

Appendix B: Refurbished Open Space Furniture Product Lines by Category

Appendix C: Pricing Sheets

- Refurbished Open Space Office Furniture – Bid by Category
- Refurbished Open Space Office Furniture – Dual Award Discount
- Refurbished Open Space Office Furniture Item Listing for Workstation Cluster (2 pages)
- Refurbished Open Space Office Furniture Design Services Information Sheet (2 pages)
- Refurbished Open Space Office Furniture Installation Services Information Sheet (3 pages)
- Time Studies
- Design Calculation Sheet
- Installation Calculation Sheet
- Refurbished Lateral File Pricing Sheet
- Refurbished Lateral File Cabinets Item Listing (2 pages)
- Additional Information Sheet

Appendix D: State of Michigan – Agency Procurement Listing

Appendix E: State of Michigan Zone Map

Appendix F: Six (6) Workstation Cluster

Appendix G: Requirements of Michigan Public Act 166 of 1965, Prevailing Wages on State Projects

Appendix H: Overtime Provisions for Michigan Prevailing Wage Rate Schedule and Information on Fringe Benefits

Appendix I: Official Prevailing Wage Rates

- Carpenter
- Electrician
- Laborer

Appendix J: UL Listing

Appendix K: Warranty

Appendix L: Questions and Answers to DBI

Appendix M: Fabric, Trim and Worksurface Standards for DBI

Appendix N: Critical Path Timeline



ARTICLE 1 – STATEMENT OF WORK (SOW)

1.0 Introduction

1.001 DEFINING DOCUMENT

This is a contract. This is a formal agreement between the prime contractor and the State of Michigan. This document contains or incorporates defined requirements, the specifications and scope of work, and all contractual terms and conditions.

1.002 PROJECT TITLE AND DESCRIPTION

The purpose of this contract is for the purchase of Refurbished Open Space Furniture, Lateral Files and related services as defined within the contract. Article 1 is designed to provide the contractor with information on requirements associated with this agreement.

1.003 PROJECT CONTROL

Project Control

- a. The Contractor will carry out this project under the direction and control of the Department of Management and Budget, Office of Facilities.

1.004 COMMENCEMENT OF WORK

Contractor shall show acceptance of this agreement by signing both copies of this Contract and returning it to the Contract administrator. Contractor shall not proceed with performance of the work to be done under this "Contract Agreement" until they receive a formal executed Purchase Order, including the purchase of necessary materials.

1.1 Product Quality

1.101 SPECIFICATIONS

Definite Specifications - All commodities and/or services to be furnished hereunder shall conform to the attached specifications.

The following specifications are attached:

- Refurbished Open Space Office Furniture Specifications
- Refurbished Lateral File Specifications
- Design Service Specifications
- Installation Service Specifications

Products offered **MUST** meet these specifications and any industry standards referenced in the specifications. If portions of the referenced standards conflict with the State of Michigan specifications, the State of Michigan specifications prevail and take precedence.

The State prefers that the contractor offer an entire family or product line of Refurbished Open Space Furniture/Lateral Files as opposed to single items. The contractor shall not mix product lines and manufacturers other than what is specified in the resulting Refurbished Open Space Furniture Contract(s). The State reserves the right to select specific product lines offered by the bidder.

Please note that all products specified on this contract should be a standard product (running line) currently offered by the contractor, not a special product manufactured just for the State of Michigan.



The contractor may be required to submit laboratory test reports (certified in-house or independent laboratories) verifying that the products offered meet all industry standards referenced in the attached specification. The State of Michigan reserves the right to require that the actual test reports during the contract period.

DBI in partnership with Haworth certifies that it meets all of the State's requirements, as well as all industry testing standards.

DBI is offering its full family of products across, and within, several lines:

- Unigroup Systems
- Places Systems
- 950 Series Files

DBI utilizes Haworth's in-house, UL and ISO 9000 certified test laboratory. DBI will supply results as required.

1.102 RESERVED

1.103 QUALITY ASSURANCE PROGRAM

DBI, not being a manufacture, does not have a Quality Assurance Program. Client feedback and repeat business is the way in which DBI measures success.

1.104 WARRANTY

All Refurbished Open Space Office Furniture to be considered for use by the State of Michigan shall include the following minimum warranty requirements. Warranty levels are indicated on the attached Appendix C - Additional Information Sheet. All warranties MUST also include labor costs. Warranty work can be performed either on-site or at an off-site location (the manufacturer or authorized distributor's facility), whichever is most economical and would provide for the fastest response (turn-around time). Warranty work shall be performed by a manufacturer certified crew.

- All Products, including Parts and Workmanship – minimum of 10 years.
- Operational Mechanisms and Electrical Components – minimum of 5 years.
- Fabric and Laminate -- minimum of 3 years.

The Contractor has provided the following:

1. An outline of how warranty work will be handled and any other service work that needs to be performed on product.

Service Requests

DBI will accept warranty service requests via phone, fax, email or mail. The State agencies can contact the DBI customer service representatives to provide information such as original purchase order number, part number, and description of the problem.

2. The maximum response time after notification by a user, maximum turn-around time to repair a defective product, what will be done if a defective product cannot be repaired, whether an attempt will be made to first repair a product on-site, how repairs will be handled if they cannot be done on-site, etc.

Upon notification, a service order is generated and the Service Coordinator schedules a service call within 48 hours. The agency representative is notified of the appointment by phone, fax, or email.

Service calls are a priority, and are expedited as necessary. DBI has certified service technicians, and every attempt is made to repair the item on site.



3. A list of all participating dealers, distributors, etc. that will be performing warranty work and any other service work on product throughout the Contract period. Requirements to protect the warranty including actions that would void a manufacturer's warranty.

If an item cannot be repaired on site, the parts necessary to repair it will be expedited through the order process. If it is feasible to take the item off site, the repair process will take place at the dealership.

If the item in need of repair is necessary to maintain the structural integrity of an office or item, every attempt will be made to find a safe, temporary replacement, or solution, until the warranted item is received.

4. The contractor certifies the manufacturer supports the warranty for products offered. The contractor shall offer an extended manufacturer warranty or their own warranty program.

Being a Preferred Haworth Dealer, DBI, can maintain Haworth warranties for services and re-fabrication. See Appendix K for the Haworth warranty.

1.105 RECYCLING/ENVIRONMENTAL AWARENESS

Please note that contractors are encouraged to offer products containing recovered materials suitable for the intended use. By doing so, the contractor warrants the product(s) as at least functionally equivalent to the contract specifications. "Recovered material" is defined as post-consumer waste (any product generated by a business or consumer which have served their intended end use, and which have been separated or diverted from solid waste for the purpose of collection, recycling, and disposition), and secondary waste (industrial by-products as in wastes generated after completion of a manufacturing process that would normally not be reused).

In response to Executive Directive 2005-4 regarding Energy Efficiency in State Facilities, contractors are encouraged to lead organization efforts as it relates to LEED Certification. Contractors are to demonstrate how their products will help the State meet LEED point levels on capital outlay projects.

DBI is committed to making a difference environmentally. Skids, styrofoam, cardboard and metals are recycled locally.

Regulatory Compliance

DBI's commitment to legal and ethical conduct extends to complete compliance with all applicable environmental regulations, laws, and other requirements. DBI's environmental management staff stays abreast of current and proposed environmental regulations. Regulatory requirements are communicated to managers, to ensure compliance. Management reviews the results of periodic compliance audits, to direct any necessary corrective actions.

Environmental Stewardship

Environmental factors will be considered in the design of products and manufacturing processes. The environment, and the health and safety of DBI employees and community will be considered during business decision-making.

Awareness and Training

Environmental awareness is essential for employees to recognize their responsibilities and contribute to DBI's environmental programs. Specific training will be offered to individuals whose job responsibilities require advanced knowledge of environmental topics.

Recycled Content in Products

The following indicates the percentage of recycled materials contained in the Unigroup and Places systems furniture components.



Places/Unigroup Components - Recycled Content

- 1) 2-High Lateral File 63.40%
- 2) 36"x64" Straight Fabric Panel 55.10%
- 3) 36" Flipper Door 60.20%
- 4) 36"x24" Work Surface 28.50%
- 5) 36"x11" Tackboard 29.20%
- 6) 36" Shelf 73.70%
- 7) 36"x66" Straight Fabric Panel 56.90%
- 8) 64" Curved Finish Post 28.80%
- 9) 36" Low Shelf 71%

Mercury Content in Products

Most fluorescent lamps contain some mercury. DBI is working with Haworth to recover reusable materials, and to eliminate mercury releases into the environment. DBI continues to work with suppliers to select as many low-mercury lamp products as are currently available.

Packing Materials

Most packing materials on products shipped directly to a job site or Dealer warehouse are collected and recycled. These materials include styrofoam, corrugated cardboard, and skids.

LEED

DBI would encourage the State of Michigan to select from Haworth's 100% recycled fabrics whenever considering using refurbished furniture.

1.106 RESERVED

1.107 STATE ESTABLISHED STANDARDS

In an effort to manage the State's modular furniture more efficiently, the Department of Management and Budget, Design and Construction has established standard product lines, fabrics, trims and finishes for use by State agencies when requesting the purchase of new furniture.

Please refer to **Appendix M located in Contract #071B8200189** – New Open Space Furniture and related services for specific fabrics and finishes.

1.2 Service Capabilities

1.201 CUSTOMER SERVICE/ORDERING

The contractor shall have the capacity to receive orders electronically, by e-mail or facsimile, with an attached purchase order. Phone or procurement card orders will not be accepted. The Contractor shall provide a statewide toll-free phone number for phone orders. Contractor shall have internal controls, approved by Purchasing Operations, to insure that authorized individuals with the State place orders.

The Contractor shall have an accessible customer service department with an individual specifically assigned to State of Michigan accounts. The Contractor shall have an experienced representative make timely, personal visits to State accounts. The Contractor's customer service must respond to State agency inquiries within one business day.

The Contractor shall provide a statewide toll-free number for customer service calls.

Dealer customer service representatives are committed to responding quickly to customer requests or inquiries by returning phone calls or emails within 24 hours. A toll-free number will be provided. Appointments for personal and on-site visits can be requested and scheduled through the DBI Account



Manager. DBI will rapidly respond to the State's information or training needs by covering agencies with experienced representatives:

Larry Johnson, DBI- Account Manager

DBI Business Interiors
912 E. Michigan Ave.
Lansing, Michigan 48912
Phone: (517) 290-1643
Fax: (517) 485-6218
Larry.johnson@dbiyes.com

FURNITURE ACQUISITION PROCESS

1. The State agency should contact their facility manager for any changes or additions to furniture needs.
2. The State agency should follow DMB, Facilities' process for Space Requests that involve a furniture request.
3. The State agency should follow Purchasing Operations' process by submitting a Purchase Request Form including all the relevant information such as drawings and SIF Files.
4. A technical review is conducted by DMB and the request is either approved or rejected. Additional information may be requested from the agency in order to complete the technical review.
5. If the request is approved, funds are allocated on the contract in MAIN for that agency only. The agency is then directed to issue their purchase order.
6. Purchase orders shall be issued to DBI Business Interiors, Mailcode (009), at the following contact information:

DBI Business Interiors
912 E. Michigan Ave.
Lansing, Michigan 48912
Phone: (517) 485-3200 or
1-(800) 968-1324
Fax: (517) 485-6218
Contact: **Marie Broxholm**
Customer Service Coordinator- State of Michigan
Marie.broxholm@dbiyes.com

Agencies should also use this contact information for questions regarding existing purchase orders.

Order Fulfillment

DBI Business Interiors will accept purchase orders by fax, mail or email with purchase orders attached in a PDF format. Lead times for orders begin when DBI receives an accurate purchase order.

DBI will ensure that all orders are placed by authorized individuals within the State by utilizing the provided link in Appendix D that lists current procurement staff.

DBI will be responsible for the accuracy of dealer-designed and specified orders. In cases where the State agency is developing and submitting the order without the assistance of DBI and Interphase, the dealer will be



unable to verify the order or be responsible for the cost for parts, excessive or lacking. However, the dealer customer service representative will contact the agency for any orders submitted that appear to be abnormal or excessive.

DBI's customer service department assures that all pre-ordering, order placement, order acknowledgment, special requests, shipment, and delivery activities are implemented correct and on time.

Orders are processed at DBI, where they are validated, priced and scheduled to be refurbished for the customer. Upon order completion, orders are scheduled and assigned deliveries via close coordination with dealer project managers, which ensures coordinated installations.

Given the complexity and quantity of potential State orders at any given time, processes have been developed and implemented to ensure that information about a particular project is communicated completely and effectively.

The following is an example of a dealership process for order fulfillment.

A mandatory Project Information Cover Sheet, developed by DBI Business Interiors, travels on a project folder from one department to the next, in the order in which tasks are completed. This form contains all pertinent information about a project, including contact name and number, job location, and project number. This assists in tracking a project from beginning to end.

Upon invoicing of a completed project DBI will e-mail to the State's project manager a customer satisfaction survey for voluntary feedback. The information can be returned by e-mail and forwarded to DMB purchasing for review. This form will also be available on the DBI web site.

1.202 DEALERSHIP SUPPORT

The State has various size projects occurring simultaneously on a daily basis. The State has hundreds of potential locations throughout both the Upper and Lower Peninsulas that may need to purchase products and services from this Contract. The State requires a single point of contact for dealership network support. The State expects the Contractor to identify one single point of contact that represents their primary dealer network. The primary dealer's responsibilities include coordination and completion of design and installation projects. The primary dealer is responsible for determining delegation of work by utilizing their dealership network in order to complete the project by the specified timelines.

If the primary dealer is unable to complete the project within the timelines specified by the agency project manager, the State expects the primary dealer to utilize their dealer network in order to complete the project within specified deadlines. The primary dealer must provide backup for all services.

DBI's approach to support the State of Michigan's furniture needs requires a single point-of-responsibility with access to multiple resources. To best serve the State, DBI has assigned a team of specialized service professionals within the Haworth dealer network. This team is managed by a **single point of contact: DBI Business Interiors.**

Using both Interphase and contracted delivery and installation resources, service work is performed to the same high standards as applied in Lansing, Detroit, Grand Rapids or any other State location. The State can exercise any option including drop-ship, inside delivery or delivered and installed in the UP, just as anywhere else in the State. The product price is the same as Lower Peninsula, the variance being labor charges.

Customer Contact:
DBI Business Interiors in Lansing,
912 E. Michigan Ave.
Lansing, Michigan 48912



Phone: (517) 290-1643
Fax: (517) 485-6218
Contact: Larry Johnson
Larry.johnson@dbiyes.com

To ensure that all projects for the State are completed effectively and within projected timelines, the dealership project coordinators will work with the agencies and/or project managers to develop critical path timelines for projects. These timelines will contain tasks and time required to complete each task. Critical dates for approvals, completion, delivery and move-in will be required.

DBI's work and collaboration with A&E functions within the State and independent firms covers several aspects.

Close collaboration with the architectural and design elements from the earliest stages of project planning to the completion of installation.

This work includes:

- Adjacency studies
- Floor plan programming
- Design concepts development
- Iterations of the actual design
- Standards development
- Project Scheduling
- Installation planning and drawings
- As-built drawings
- Final punch list

Program Implementation

In the relationship with the State, DBI is the Contractor and solely responsible for meeting the State's requirements. The level of service provided is totally dependent on the desires of the client and the specifications of the contract. This assures the customer that all products purchased will be installed in compliance with DBI/Haworth standards and obtains full warranty coverage. DBI also have a number of certified installation firms that have provided such coverage.

1.203 DESIGN SERVICES

General Requirements

DBI Business Interiors agrees to all terms and conditions detailed under Appendix A – Design Services Specifications. DBI is committed to providing high quality design services with qualified and experienced professionals.

The following Design Firms shall provide design services throughout the contract period:

DBI Business Interiors, Lansing, MI.
Interphase Office Interiors, Traverse City, MI.

DBI has for the last fifteen years used AutoCAD and Project Spec for all of the design and specification for the State. There are currently four agencies within the State that are using these programs: MDOT, SOS, State Police and DHS. The cost of these programs can be substantial especially when training is involved. The current cost of AutoCAD is approximately \$3,600.00 per computer license and approximately \$3,500.00 per site license for Project Spec. Training costs are additional in both cases.

Design Process

DBI Business Interiors will provide the following services as a part of a Standard Design Program:



The DBI Account Manager, the Design Coordinator and the Installation Manager meet to develop a strategy to accomplish project goals. A critical path timeline to complete the project is conceived. Logistics and phasing are considered, including the construction schedule, the construction or building site, and client's desired move date. The timeline is distributed to all project participants.

The Design Coordinator then creates a schematic block plan in 1/8" or 1/4" scale on a building shell provided by the client, using AutoCAD. Two meetings with revisions are included in the design process. Written approval is obtained from the Project Manager(s). The Design Coordinator continues the design process by preparing a preliminary design plan, which includes furniture components. The client is authorized to revise this drawing up to four times prior to incurring hourly design charges. Sign off on this plan completes the design development phase of the project.

An installation plan is prepared and approved in writing after critical measurements are verified on site. A complete itemized parts list (sif file) is specified and, in the case of reconfigurations, the client receives a sif file for new and reused product. The itemized parts list and drawing is checked twice internally. A total project cost summary sheet is submitted to the client, including design and installation charges.

A written confirmation of the agreed upon installation date is sent to the client project manager. The product arrives on site and is installed. The design project coordinator will be available on site at certain points in the installation to check progress and answer questions.

When the installation is complete a final walk-through is conducted. If required, a punch list and subsequent corrective actions and service orders are generated and processed. The customer is invoiced and the project is archived at the dealership. The AutoCAD drawing is copied to disk and is forwarded to the client.

DBI Business Interiors will provide the same services for the Express Design Program as in the Standard Design Program. Only the hourly rate will change.

DBI will assign a project manager, if necessary, to work with the State of Michigan project manager(s), as well as A & E firms to attend regular construction meetings and to assist the design staff in double-checking furniture plans and specifications, processing furniture orders, scheduling/coordinating installation, and performing a final walk-thru and punch list. DBI Business Interiors will solicit assistance from other Haworth Dealers if DBI cannot meet projected timeframes.

DBI utilizes AutoCAD 2006, Project Spec, Project Symbols and Adobe Acrobat. If the State uses any of these programs (some agencies but not all, are now using AutoCAD, Project Spec and Project Symbols) the design processes could be streamlined.

DBI Business Interiors currently employs eight designers and project managers, along with a Design Manager, and three outside contractors on a per project basis. Project timeframes depend on access to qualified designers and DBI is positioned to provide the highest quality service, which the State requires. Located in Lansing, DBI is able to respond quickly, within twenty-four hours of an initial call, when the project is high priority.

Note: client approval time will directly affect the completion time of the overall project.

1.204 INSTALLATION SERVICES

DBI is committed to providing high quality installation services with qualified and experienced professionals. Installation costs can be found in Appendix C, and reflect prevailing wage.

General Requirements

Installation will be performed consistent with all construction, fire, MIOSHA, and related



codes, including the Americans with Disabilities Act and the Michigan Barrier Free Design codes. Installers will abide by all State of Michigan policies and facility regulations. Installations will be completed with a minimum amount of disruption, keeping installation materials and products organized and free from traffic areas.

Specific Requirements

All DBI installers are certified through the Haworth Installation Certification Program, and are required to attend training classes on new products. The Installation process begins when an agency floorplan is finalized and approved by the Agency Project Manager. The complete process for Installation Services is detailed below.

Pre-Construction Review

A Pre-Construction Review meeting is scheduled to discuss the requirements of the project, including the Project Manager(s), Design Coordinator, Installation Coordinator, and the Account Manager. Project parameters, such as phasing, scheduling, etc. are outlined.

Prior to entering an order for product, appropriate shipping dates are established to minimize storage for smaller projects that could ship to a warehouse, and to accommodate the preferred delivery dates for larger projects shipping directly to the job site. Detailed below is the process for Installation Services after an order is processed:

Post-Order Scheduling

1. The Design and Installation Coordinators review project plans, specifications and phasing schedule for installation. Special equipment needs are addressed and the timeline is reviewed.
2. Installation dates are defined.
3. Truck scheduling sheets if necessary are sent to the DBI Customer Service Representative (CSR).
4. An Installation notice is faxed and e-mailed to the client outlining the product to be installed. The installation notice includes the client's purchase order number, SIF File number(s), product summary, and date of installation.
5. The CSR develops an electronic version of the product delivery schedule and forwards to the Design Coordinator, Account Manager and Installation Coordinator.
6. An installation team is assigned to the project. The product delivery schedule is forwarded to the Installation Coordinator.
7. The CRS and Installation Coordinator review project scope, plans and schedule.

Delivery

1. Full truckloads are confirmed with the freight carrier 24 hours before delivery.
2. The Installation Team will pick up product from the warehouse or will meet the scheduled trucks on site to unload.
3. The Installation Team places appropriate floor and wall protection where needed.
4. The trucks are unloaded.
5. Comparing the product with the sif file checks in the product.
 - a. Shortages and visible damage are noted on the Sif file (product list). This information is communicated to the Design Coordinator who immediately begins the corrective action process to replace the missing or damaged product.
6. The product is staged in the area in which it is to be installed.
7. Product is unpacked and all packaging materials are removed from the job site and recycled. Concealed damaged is noted on the Sif file (product list). This information is communicated to the Design Coordinator who immediately begins the corrective action process to replace damaged product.

Installation

All product is installed per the Installation Design Plan, unless otherwise requested by the Agency Project Manager in writing. When necessary, an installation schedule will be communicated daily and approved by the Agency Project Manager. Periodic progress meetings may be necessary to communicate any schedule deviations or challenges.

1. The side rails and panel hardware are assembled.
2. The panels are assembled. The aisle width, length and location are verified against



the drawing.

3. The Installation Coordinator contacts Agency Project Manager to approve the panel locations in order to continue installing components and accessories.
4. All Electrical (power feeds, flex connectors, and duplexes), overhead storage, task lighting, work surfaces, pedestals, files and accessories are installed.
5. All product is wiped down and site is cleared of any installation-related trash or debris and the floor is swept.

Walk Through

1. A preliminary walk-through is done on the last day of installation. The Installation Coordinator and Design Coordinator check each workstation for accuracy against the drawing. The electrical outlets are tested at this time.
2. The Agency Project Manager walks through with the Installation Coordinator and Design Coordinator within 48 hours of the Preliminary walk-through.
3. Punch list items are identified, this includes damaged and/or missing product.
4. On larger projects, installers are available on the day of the move to make minor adjustments per the client's request.

The Installation Teams will supply all tools, vehicles, and related equipment necessary to complete a project, and the installation will be completed in a quality manner, as determined by the State.

Note: agency/client approval time will directly affect the completion time of the overall project.

Oversight and Management

DBI has an excellent track record of completing all tasks on or before the agreed up completion date(s). The DBI staff is well trained in the processes and expectations of the State. DBI will continue to manage and report the progress on all projects whether it's DMB or the agencies to ODC.

Back-up Services

DBI already has agreements in place with other Haworth dealers and installation firms to supplement their staff. In the unlikely event that DBI could not meet a deadline, they have behind the scenes resources available to respond to the ever-changing needs of the State.

1.205 PREMIUM SERVICES

Premium Services is defined as design and installation services available for evenings (between 5:00 p.m. and 7:00 a.m.) and weekends (Saturday and Sunday). Premium service charges are only applicable when requested by the State. Premium services are applicable to State holidays which are as follows:

New Year's Day; Martin Luther King Day; Presidents' Day; Memorial Day; Fourth of July; Labor Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Eve Day; Christmas Day; and New Year's Eve Day

Premium services may be requested by the State in order to meet or expedite a project timeline. Premium services are defined as any service that does not fit into the "normal" scope of design and installation services. This includes services requested for evenings and weekends. Premium Design and Installation charges can be found in Appendix C.

Premium Services include, but are not limited to, the following:

• Overtime Design and Installation Services

Upon approval by the state agency, DBI will provide overtime design and/or installation services in order to meet or expedite a project timeline. Design is to be billed at one and a half times the contract rate for nights and Saturdays, and at two times the contract rate for Sundays and holidays. Rates for Overtime Installation



will be dictated by the terms and conditions of the Prevailing Wage Overtime Provision of the county in which the work is to be performed.

- **Weekend Delivery of Product**

When requested by a state agency, DBI has the capacity to deliver full trailers of product on the weekends at an additional charge of \$375 per trailer. Weekends are defined as any time after 4pm on Friday and before midnight on Sunday.

- **Dedicated Trucks**

In order to meet or expedite a time line and upon approval of the state agency, DBI is able to reserve a dedicated truck for order(s) that are less than a full truckload at a rate of \$500 per trailer.

- **Storage of Product**

When requested by a state agency, DBI has the capacity to provide storage of product on a rate per square foot basis. See Appendix C for pricing.

Obtaining Special Permits and Services

Although standard installation services do not include the obtaining of permits, this service may be, at the agency's request, provided on a cost plus 10% basis. These permits include, but are not limited to, modular furniture permits, inspections, electrical certifications, and services of a licensed electrician as mandated by the state or its municipalities.

1.206 RESERVED

1.207 REPORTING

The Contractor shall be able to provide various reports when requested by the State. Examples include itemized report of total items (commodities and services) purchased by all agencies or individual agencies, open invoice reports, delivery compliance reports, quantity reports, service compliance reports, etc.

General Information

All reports are generated on the internal computer system called Vision and are based on a customer account/contract number. Reports are available by Month/Year, Quarter/Year and YTD. Data is available for a three-year history.

Usage Reports

Usage reports provide order specific performance data by sif file and some item specific information. Data on this report can be summarized to illustrate monthly, quarterly or yearly shipments. Items do not show up on this report until after they have been shipped and invoiced.

Open Order Report

This report provides a listing of all orders placed but not shipped. Once an order is shipped and invoiced, it no longer appears on this report. This report shows the order number, dollar amount and estimated ship date.

Back Order Report

This report provides specific line data on each order in house that has not been shipped. Once the order has been shipped and received, it will no longer appear on this report.

Sales History

The Sales History report details sales by Sold to and Ship to locations. This report will allow the customer to track sales geographically.



1.208 SPECIAL PROGRAMS

Internal Brokering

DBI has had a fifteen-year long association with the State because of the existing Modular Furniture & Files Contract with Haworth, Inc. of Holland, MI. With this knowledge comes the capability to align agencies and departments with product that may be available due to closings or relocation.

Inventory Control

DBI also provides storage and inventory control of State of Michigan product. This gives the State the ability to fill small orders from its own stock. Turn around time from inquiry to "order ready" status has been twenty-four hours or less.

Product Cleaning

DBI has a superior "White Glove Cleaning" program, which has been in existence for several years. This program offers fabric cleaning of panels, detailed cleaning of t-mold edges on worksurfaces, flipper door units, top caps, side rails, components and raceway covers. This can and has been done with the product still standing or can be part of a reconfiguration process while the product is being disassembled.

1.209 PROJECT COORDINATION

The charge for project coordination would be in addition to any DESIGN SERVICES and INSTALLATION charges incurred by an agency, in order to have the same company coordinate the entire project. This could include coordinating and scheduling any electrical and carpeting work that needs to be done in conjunction with modular installation as well as coordinating the delivery of furniture ordered from other State Contracts such as tables, chairs, desks, file cabinets, etc. This figure is expressed as a dollar amount per hour. The company handling the Project Coordination shall provide an estimate of the hours that will be required to coordinate the project within five (5) calendar days after notification by the agency.

The State reserves the right to include these programs in this Contract; however, the State is not obligated to use these programs

DBI offers Project Coordination services. At the request of the State of Michigan, the dealership will provide an estimate to coordinate and schedule any electrical, carpet, paint or other interior construction related tasks. The coordinator can also schedule delivery of furniture ordered from other state contracts, such as tables, chairs, desks, files, etc. The estimate will be provided within (5) calendar days after notification from the State.

Upon acceptance of the proposal by the State of Michigan, the Project Coordinator will be responsible for developing and communicating a Critical Path Timeline for the project. The Project Coordinator will communicate and work closely with, the agencies, DMB project managers, Dealer design and project management team, installation and any other contractors responsible for achieving the desired outcome of a project.

For an example of a Critical Path Timeline see Appendix N.

1.211 REFURBISHED PRODUCT

This contract is for refurbished furniture only. Refurbished furniture is defined as product that has been previously used, owned, leased, sold as new, or refurbished in any way. Refurbished furniture is defined as furniture that has been serviced including but not limited to; cleaned, fabric change, re-painted, or re-laminated. Prices are for refurbished product only.

1.212 RESERVED

**1.213 RESERVED****1.214 E-COMMERCE CAPABILITIES**

The State of Michigan is working to evolve its acquisition process from one driven by paperwork into an expedited process based on electronic commerce/electronic data interchange (EC/EDI). EC/EDI means more than merely automating manual processes and eliminating paper transactions. It can and will help to move business processes (e.g., procurement, finance, logistics, etc.) into a fully electronic environment and fundamentally change the way organizations operate. Therefore, the State is interested in E-Commerce programs available under this Contract.

DBI Business Interiors has the ability to receive payments electronically. DBI does not have the capacity to offer electronic on-line ordering for furniture at this time.

1.215 PRODUCT/COLOR /FABRIC INFORMATION

The date of the manufacturer's printed list price catalog for the product being offered:

June 2005

Upon request, the contractor will be required to provide to the various State agencies, at no additional cost to the State, product specification pricing catalogs and brochures.

All standard paint colors, laminate colors, and Grade A fabric colors currently available from the contractor shall also be available to the state at the contract prices. Upon request, the various State agencies may require sets of the standard colors (swatches) that the state chooses to be available on the Contract. These shall also be supplied at no additional cost to the state.

LATERAL FILES: All standard paint colors shall be available to the State of Michigan. The state will choose which colors are to be included in the Contract.

Upon request, the contractor will be required to provide color sheets displaying ONLY those colors selected by the State of Michigan to be included in the Contract. These color sheets are to be provided at no additional cost to the state, for distribution to State agencies.

All pricing is for refurbished Haworth product only. Upon request, DBI agrees to provide product specification pricing catalogs, brochures, and finish samples at no additional charge. One set of statement-of-line cards for all standard and current paint, laminate, and Grade "A" fabric has been included for Haworth modular furniture. All standard and current paint colors have been included for Haworth lateral files. DBI will provide color reference sheets of just the finishes and fabrics selected by the State of Michigan at no additional cost. These sheets can be provided both in hard copy and/or electronic format.

Note: The statement of line card for Tellure has been included in Section: Fabrics & Finishes. Tellure is only available on tack boards.

1.214 RESERVED**1.217 E-CATALOG/BROCHURES**

The State intends on utilizing electronic product and pricing catalogs for those products placed on this Contract. The intention of an electronic form of product and pricing catalogs would be to create a more effective and efficient means of Contract product and pricing distribution throughout the State agencies and end users.

Introduction and Recommendation

E-catalogs can be an effective tool for design and procurement for repetitive purchases of



uniquely identifiable items like pre-specified chairs, files, desks or tables. E-catalogs do not work well for highly configurable products like systems furniture.

Systems need consideration of adjacencies, accessibility, ADA considerations, support and load, electrical and data cabling routings, etc. DBI recommends that typical workstations be displayed on the DBI web site as examples for informational purposes only. The customer can then indicate the type and number of stations needed and the designer can provide the detailed proposal.

In the last five years, the State has ordered over 18,000 unique items. Each has various levels of options and, therefore, variable prices. Due to that variability, DBI's recommends that the State use the web site capabilities for pre-selected files and tables from the contract listing. Systems can be requested as described above.

- Product literature, photography, specification and pricing information are available from a number of sources. DBI will provide any of these as needed for each agency. Electronic sources are available via the Internet (www.Haworth.com), DVD SourceBook, and hard copy versions are also available for all product lines.
- Pricing will be in list dollars. There are literally millions of product combinations available on this contract. It would be burdensome for both DBI and the State to produce and use a comprehensive net price catalog. DBI will, however, on an agencyby-agency basis, provide net price catalogs of standardized product selections. The timeframe to accomplish this would be approximately 4 to 6 weeks after mutual agreement between the agency and DBI. This will usually result in only a few dozen to a few hundred items.
- DBI through Haworth regularly updates its Internet web site and CD/DVD files. The updates are no less frequently than quarterly and happen without intervention from the customer.
- Windows 95, Windows NT v4.0, or later versions are required for these options.
- The State also has the option to purchase Project Spec. for specification of product and pricing. Currently, there are four agencies, which use this program (SOS, FIA, State Police and MDOT).

DBI Offers Haworth's Intelligent Furniture Catalog

With SourceBook, (a DVD containing more than 2,000 sales-related documents e.g., sales bulletins, price lists, forms, planning guides, fabric samples, and video clips), salespeople and designers have a wealth of information at their fingertips.

Some of the many benefits that DBI and Haworth have realized through SourceBook include:

- **Decreased printing costs and paper usage.** Haworth frequently makes adjustments to product lines, resulting in the need for updated sales literature, which requires vast amounts of paper. Reprinting these materials is a costly endeavor not to mention waste to landfills. Over the next few years, Haworth plans to discontinue printing much of this literature.
- **Higher-quality client presentations.** Rather than cutting up glossy catalogs to create presentations, the salespeople now custom design client presentations on the computer, complete with full-color graphics. This conserves paper and avoids discarding cut-up catalogs.
- **Greater customer satisfaction.** Response time to customers' questions has decreased since all of the information that salespeople need (e.g., prices) is at their fingertips.
- **New training opportunities.** SourceBook serves as a good training tool for both new employees and customers; it depicts company activities and products.

Haworth's SourceBook Keeps Getting Better

In 2000 the transition from a CD based tool to a web-based tool has taken a big step. In



spring of 2000 SourceBook launched it's own web site, <http://sourcebook.haworth.com>, complete with the popular navigation tree. Most SourceBook content is now available to anyone with Internet access.

In the fall of 2005, SourceBook made the transition to DVD cutting out the need to produce three CD's for each update.

1.218 ORDER/INVOICE/RECONCILIATION

The State is interested in streamlining the ordering/invoicing/reconciliation process in order to minimize the number of invoices issued for a single purchase order. It would be a preference of the state that the format of invoices and purchase orders follow a similar format to simplify the reconciliation process.

The following is a summary of the two invoicing methods that are available to the State of Michigan. The "one lot" format is the option that will offer the closest resemblance to the State's purchase orders. The "one lot" format will provide invoices far less frequently than today. Ultimately, the frequency of invoices will be dictated by order volume.

Invoicing Methods:

- **Line Detail:** This is the standard invoice format showing product detail for each line item and net dollars. This format also matches product sif files provided at the time of order.

- **One Lot:** This format provides product detail as well as net dollars. The invoice states that the customer order consists of "one lot of furniture per the Purchase Order". This format does not show individual product pricing or discount figures, only the net total of the order is shown.

1.219 SECURITY

This Contract may require frequent deliveries to State of Michigan facilities. Upon review of the security measures provided by the contractor, the State will decide whether to issue State ID badges to the contractor's delivery personnel or accept the ID badge issued to delivery personnel by the contractor.

The State may decide to also perform a security background check. If so, the contractor will be required to provide to the State a list of all delivery people that will service State of Michigan facilities, including name and date of birth (social security number or driver license number would also be helpful). For confidentiality reasons, the information submitted for the security background checks will be destroyed once the check is completed and will not become part of the Contract file.

The Contractor and its subContractors shall comply with the security access requirements of individual State facilities.

DBI is committed to the safety and security of its members, temporary employees, contractors, suppliers, visitors and customers, and agrees to all terms and conditions relative to security.

DBI contracts with AVERT, Inc., 301 Remington Street, Fort Collins, CO 80524 to conduct criminal background checks in compliance with the requirements of the FLSA 1938, as amended as part of its standard hiring procedures. Upon signed authorization by applicant, AVERT, Inc. conducts statewide background checks based on past residence, convictions related to drug, violence and sexual offences.

Additionally, DBI's installation staff has been checked and cleared by the Michigan State Police and the Department of Corrections to work in their facilities.

For the confidentiality of DBI's employees, background check results may not be divulged, but arrangements can be made by the State to conduct additional checks to assure DBI members are suitable for assignment to State facilities.

**1.220 DESIGN PROGRAMS**

The State reserves the right to include these programs in this Contract; however, the State is not obligated to use these programs. The contractor may be expected to demonstrate these programs if requested by the State.

DBI will offer a revolutionary new tool to aid in the design and specification process called "Canvas". Canvas allows products and parts of products to be mixed, matched, and re-shaped in 3-D, allowing the end-user to visualize the final design and product. Changes to designs will be easier, and quicker, and will allow for the generation of specifications from the drawing. With the use of Haworth products, Canvas will dramatically increase the speed and accuracy in developing designs, specifications and proposal generation, while simplifying the process.

1.221 STORAGE

The State may determine a need for storage beyond (7) seven days beyond the original agreed upon delivery date. Pricing for storage is included as an optional program in Appendix C on the Additional Information Sheet. The State reserves the right to include storage in this Contract; however, the State is not obligated to use this program.

DBI can store product for the rate of \$0.03 per sq. ft. per day. The square footage can be determined on a case-by-case basis depending on the product mix and/or number of workstations.

1.222 CLEANING SERVICES

The State reserves the right to include these programs in this Contract; however, the State is not obligated to use these programs.

1.223 RE-FABRIC/RE-LAMINATE SERVICE

The State reserves the right to include these programs in this Contract; however, the State is not obligated to use these programs.

1.224 PAINTING SERVICE

The State reserves the right to include these programs in this Contract; however, the State is not obligated to use these programs.

1.3 Delivery Capabilities**1.301 TIME FRAMES****a. REFURBISHED OPEN SPACE OFFICE FURNITURE****1. Standard Delivery Program**

Standard Delivery programs should include data addressing delivery of product to dealer locations, state owned warehouses, and/or directly to job-site on a just in time basis.

DBI's Standard Delivery Program is tailored for those projects that have timelines that allow for a standard lead-time. Systems, casegoods, files, and tables are all available on the Standard Delivery Program. There is no minimum order required.



2. **Express Delivery Program**

DBI's Express Delivery mirrors Haworth's **RUSH** program and represents one of the most comprehensive, quick-ship programs available in the office furniture industry and assures that the State's furniture needs can be met, even on short notice.

RUSH orders for the State are generally *ready for shipment* within (5) to (7) calendar days from order acceptance. While the delivery time varies depending on the ship-to and plant location, the North American scheduled delivery timeframe is **within (14) calendar days**. Delivery of service parts for DBI furniture can be expedited, if necessary.

3. **Rapid Response Program:**

The Contractor may be requested to work with the State of Michigan to develop an optional customized rapid response program for the basic line indicated in the Appendix B - "Refurbished Open Space Office Furniture Product Lines By Category" sheet. The rapid response program is defined as a mutually agreed selection of standard workstations that can be delivered and/or assembled within seven (7) calendar days. The successful Contractor may be responsible for maintaining and inventorying approximately 25 workstations at any given time.

WORKSTATION-IN-A-WEEK (Rapid Delivery)

DBI's Workstation in a Week program, **designed specifically for the State of Michigan**, will provide each agency a maximum of (3) refurbished Haworth stand alone workstations, **installed within 7 calendar days**. Some restrictions apply based on a State-influenced selection of standard products and finishes.

If the State requests design services, the design time would be in addition to the installation time.

The program works this way:

DBI will initially stock up to ten (10) new, typical workstations, including files. These workstations are standalone, and are purchased as a completed package. No portion of a Workstation-In-A-Week is returnable. The quantity of stocked typicals needed in inventory may fluctuate once the need for this program is determined.

The typicals will be stocked in two sizes: **8 x 8 and 8 x 10**.

The finishes are limited to:

**Tatami Jute,
Gray Tone,
Maple**

Initial stock will be available for order by September 22, 2008. The lead-time to restock product is (14) calendar days, but lead-time improvements may be available, depending on the needs of this program.

4. **Premium Delivery Program**

All orders shall be shipped directly to the department submitting the order at the address indicated on the individual Purchase Order. The billing address for a particular order will also be indicated on the individual Purchase Order.

Note: There shall be no inside delivery charges on orders that included INSTALLATION since unloading the furniture is a part of the installation process.

Premium Delivery Program

Premium services may be requested by the State in order to meet or expedite a project timeline. Premium services are defined as any service that does not fit into the "normal" scope of design and installation services. This includes services requested for evenings and weekends.



Premium Services include, but are not limited to, the following:

- **Overtime Design and Installation Services**

Upon approval by the state agency, DBI will provide overtime design and/or installation services in order to meet or expedite a project timeline. Design is to be billed at one and a half times the contract rate for nights and Saturdays, and at two times the contract rate for Sundays and holidays. Rates for Overtime Installation will be dictated by the terms and conditions of the Prevailing Wage Overtime Provision of the county in which the work is to be performed.

- **Weekend Delivery of Product**

When requested by a state agency, DBI has the capacity to deliver full trailers of product on the weekends at an additional charge of \$375 per trailer. Weekends are defined as any time after 4pm on Friday and before Midnight on Sunday.

- **Dedicated Trucks**

In order to meet or expedite a time line and upon approval of the state agency, DBI is able to reserve a dedicated truck for order(s) that are less than a full truckload at a rate of \$500 per trailer.

- **Storage of Product**

When requested by a state agency, DBI has the capacity to provide storage of product on a rate per square foot basis.

Obtaining Special Permits and Services

Although standard installation services do not include the obtaining of permits, this service may be, at the agency's request, provided on a cost plus 10% basis. These permits include, but are not limited to, modular furniture permits, inspections, electrical certifications, and services of a licensed electrician as mandated by the state or its municipalities.

b. LATERAL FILES

Prices are for each of the (6) six regions indicated In Appendix E – Zone Map for the following delivery options:

1. Drop Ship

The product shall be moved to the end of the trailer by the carrier personnel. The agency is responsible for unloading or making arrangements to have it unloaded. Merchandise shall be inspected by the receiving personnel and accepted or rejected. Upon acceptance and signing the appropriate delivery forms, the Contractor is responsible for no further services pertaining to delivery. Latent or hidden damage claim shall be handled in accordance with standard industry policy and procedure.

2. Inside Delivery

Many State offices may not have the manpower or equipment to move the Lateral Files from the rear of the truck to the actual ordering agency. Therefore, inside delivery (set in a sheltered area on the ground floor) shall be furnished by the Contractor when requested by the ordering agency. When inside delivery is required, it will be stated on the order and shall also be Stated by the Contractor on the Bill of Lading and Invoice. If the delivery will be made by common carrier, the inside delivery charge will be \$45.00 per shipment up 500 pounds total. Any shipment over 500 pounds will be negotiated between the State and the contractor. There shall be no inside delivery charges on orders that include INSTALLATION, since unloading the furniture is a part of the INSTALLATION process.



3. **Delivered and Installed**

Installation requires that the Contractor or an authorized dealer/distributor unload the file cabinet from the delivery truck onto the loading dock/receiving platform, uncrate the file cabinet, transport the file cabinet to the customer specified location, make necessary adjustments including leveling, make sure file cabinet is fully operational, check for damage, prepare all paperwork regarding damage claims, initiate follow-up orders for replacement file cabinets or parts to repair damaged product, make required repairs when replacement parts are available, deliver replacement file cabinets when initial cabinet ordered was received damaged, remove all damaged product, and dispose of all cartons.

1.302 MINIMUM ORDER

There will be no minimum order requirements.

DBI agrees to the terms and conditions of this section.

1.303 F.O.B. POINT

Prices are F.O.B. Delivered with transportation charges paid by the Contractor on all orders.

DBI agrees to the terms and conditions of this section.

1.304 PACKAGING/ASSEMBLY/LABELING/PALLETIZING

Please note that the following PACKAGING, ASSEMBLY, LABELING, and PALLETIZING terms apply to all orders that DO NOT include installation. For orders that DO NOT include installation, it is required that the delivery of the furniture and files meet these requirements, no exceptions. This includes all deliveries to State-owned warehouses or job sites. However, for orders that DO include installation, it is acceptable for the Contractor to package, assemble, label, palletize, and deliver the product according to their standard practices.

a. PACKAGING

To minimize waste, blanket wrapping is encouraged for orders being delivered directly to the ordering agency for immediate installation. Blanket wrapping is NOT ALLOWED for orders delivered to a warehouse operation.

All major components shall be packaged ready for installation, including all necessary parts and hardware. For example, panels, hanging shelving units, flipper doors, etc. must be packaged with side rails, top rails, locks, guides, etc. Screws, clips, connectors, and all other necessary hardware required to install an item must be individually packaged and included with the primary item.

Packaging and containers, etc., shall be in accordance with supplier's commercial practice and shall meet the requirements of Department of Transportation (D.O.T.) and rail and motor carrier freight classifications in effect at time of shipment, which will permit application of the lowest freight rate.

When palletizing is required (warehouse) or requested, there shall be no additional cost to the state for the pallets, and the pallets become the property of the State of Michigan upon delivery.

LATERAL FILES: Unless otherwise stated, normal commercial packaging and packing will be acceptable. All packing shall be adequate to protect the filing cabinets from damage. All file cabinets shall be packaged pre-assembled, ready for installation, including all necessary parts and hardware. Blanket wrapping is acceptable if requested by the ordering agency.

All boxes/packages shall be properly labeled. Labeling shall include, but is not limited to: name of the product and short description (i.e., 36", five high lateral file, etc.), manufacturer's catalog number, State of Michigan Purchase Order number, and color.



DBI agrees to the terms and conditions of this section.

b. ASSEMBLY

All items shall be delivered ready to install. Items shall not require any major pre-installation assembly. For example, panels, hanging shelving units, flipper doors, hanging lateral file drawers, etc. shall consist of primary component parts such as side rails, top rails, locks, guides, etc. Screws, clips, connectors, and all other necessary hardware required to install an item can be unattached but must be individually packaged and included with the primary item. Requiring minor assembly of connectors, etc. after removal from the box is acceptable. Items that are totally broken down into small components are UNACCEPTABLE.

Complete sets of assembly instructions for all proposed products are on the enclosed CD's. Additionally, hard copies of the instructions are shipped with each product.

c. LABELING

All boxes/packages shall be properly labeled. Labeling shall include, but is not limited to: name of the product and short description (i.e. 48" x 60" panel, etc.), manufacturer's catalog number, State of Michigan Purchase Order number, quantity, and color.

d. PALLETIZING

Shipments shall be palletized whenever possible and shall conform to the following:

- Manufacturer's standard 2-way or 4-way shipping pallets are acceptable.
- Maximum height: 74"; including pallet. This also applies to stacked pallets.
- Maximum weight: 2,000 pounds; per single unstacked pallet, including pallet.
- Pallets are to be securely banded and/or shrink-wrapped. Loads shall not exceed the size of the pallet, and material shall not overhang pallets.
- Material shall be palletized in such a manner that will make receiving of goods easily identifiable, without unloading pallet and merchandise. Mixing of commodities will not be allowed, unless identification is easily performed. Like items and colors are always to be palletized together. Boxes shall be stacked on pallets with the labels facing the outside.
- There shall be no additional cost for palletizing.

Other shipments, including those directly to an installation location, MAY also be requested as palletized deliveries, and if requested, shall also conform to the above requirements. For orders that include installation, the pallets belong to the Contractor.

DBI's standard process for palletizing meets the State's requirements. DBI uses the parameters listed in this contract, with the shrink wrapping option.

1.305 DELIVERY/SHORT TERM STORAGE

The Contractor must be committed to providing the maximum flexibility for scheduled delivery of product when required by the State. This may involve the Contractor to closely monitor the project and to communicate on regular basis with the State, specific to the scheduling of furniture delivery and installation. This may also involve the Contractor to participate in State construction meetings, to provide shorter delivery lead times, to provide compressed manufacturing times, and to provide for either delay of product delivery or to provide "short term" storage up to seven (7) calendar days at no cost to the State, when a building for a certain project is not ready for furniture to be received. The seven (7) day period shall begin from the date the product is scheduled



to deliver. The goal for this Contract is to provide for a JUST IN TIME (JIT) furniture delivery process, as deemed possible.

Specialized warehouse storage and handling needs (i.e. long term storage, product re-utilization, rapid response, inventory management, etc.) may be specifically identified and required in the future by the State. Possible future programs may require that specialized warehouse storage and handling services be developed. The specific services and any fees associated with those programs will be handled by the State and Contractor on a case-by-case basis.

Project Scheduling

DBI will actively participate and add value to the project planning process. This includes project coordination of furniture delivery and installation, as well as communicating this information by attending construction meetings.

DBI, in partnership with Haworth, is prepared to provide compressed manufacturing lead times, as required on a case-by-case basis, and has the capacity in both factory (and service resources to accomplish this.

Storage

DBI will provide the required seven (7) calendar days short-term storage as needed, at no cost to the State. If storage is needed beyond (7) calendar days, DBI can provide extended storage.

Specialized Services

DBI has developed and provided specialized storage and handling needs for several customers. Areas of expertise include:

- Warehousing
- Inventory/Asset Management
- Refurbishing
- Moves, Adds, Changes
- Cleaning

1.306 DELAYS AND/OR LATE SHIPMENT/DELIVERIES

- a. Timely delivery in accordance with the terms and conditions of this Contract is essential to the accomplishment of the mission of the Department of Management and Budget and the agencies it supports.
- b. The Contractor shall immediately notify the customer and the Department of Management and Budget in writing if any situation delays or threatens to delay the timely performance of any order. The notification shall include the Contractor's best possible delivery time for the state's approval. If the state does not approve the alternate delivery date (s) (with or without obtaining consideration from the Contractor), the state shall have the right to cancel the order (s) in whole or in part without further liability on the state's part. The state also has the right to purchase the goods elsewhere and/or hold the Contractor accountable for all damages and direct costs resulting from the Contractor's unacceptable delivery date (s).
- c. If unapproved late deliveries are made, the state may cancel the order (s) in whole or in part, purchase the goods elsewhere, and/or hold the Contractor accountable for all damages and direct costs resulting from the Contractor's failure to deliver on schedule. Acceptance of a late delivery by the state shall not constitute a waiver of the state's claim for any damage that the late delivery may have caused.

Timely Delivery

Delays are normally avoided through thoughtful project planning and constant communication with all project team members. In addition to DBI's production capacity, shipment schedules are met 98% of the time from Haworth for whatever new product is needed to supplement DBI of the State of Michigan's existing inventories.

**Notification of Delay**

In the rare event of a shortage or delay, DBI will notify the State of Michigan immediately and offer alternate solutions whenever possible.

Completion Guarantee

DBI shall guarantee the shipment of product sufficient to create functional and safe workstations by the mutually agreed upon acknowledged ship date. (Functional and safe workstations shall contain at a minimum: panels, work surfaces, seating, and power as required.) In the rare event that actual product ordered is not available by the acknowledged ship date, DBI, at its own expense, shall provide replacement/rental furniture, until such time the ordered product becomes available. (Replacement/rental furniture shall be provided in such a manner as to minimize any disruption to the customer.)

1.4 Project Price**1.401 PROPOSAL PRICING--FURNITURE****a. STATE ADMINISTRATIVE FEE**

The Contractor must collect an Administrative Fee on the sales transacted under this Contract. The Contractor must remit the Administrative Fee in U.S. dollars within thirty (30) days after the end of the quarterly sales reporting period. The Administrative Fee equals 1% of the total quarterly sales reported. Contractor must include the Administrative Fee in their prices.

The Contractor must remit any monies due as a result of the close-out report at the time the close-out report is submitted to Purchasing Operations.

The Contractor must pay the Administrative Fee collected by check. To ensure the payment is credited properly, the Contractor must identify the check as an "Administrative Fee" and include the following information with the payment: State Contract number, report amount(s), and reporting period covered.

In addition, reports must be submitted to the buyer for the period covered by the check. The report must include the date of the check, amount of the check, and the volume of sales the Administrative Fee is based upon for both the State of Michigan and MiDEAL members. The report shall separate the volume and fee amounts for State and MiDEAL members.

QUARTERLY CHECKS:

Contractor must forward the check to the following address:

Department of Management and Budget
Financial Services – Cashier Unit
Lewis Cass Building
320 South Walnut St.
P.O. Box 30681
Lansing, MI 48909

Please make check payable to: State of Michigan

QUARTERLY REPORTS

On itemized quarterly reports, each line shall State the BPO (Contract Number), name of the local unit of government which made a purchase, the item number purchased, the unit cost of the item purchased, the quantity purchased, the sales amount subject to the administrative fee, and the amount of the 1% administrative fee due the State of Michigan.

E-mail Reports to: mideal@michigan.gov and gyorkosl@michigan.gov

Any questions about reports or checks, e-mail the address above.

**b. REFURBISHED OPEN SPACE OFFICE FURNITURE -- BID BY CATEGORY**

Listed in Appendix C, are the product lines offered on this Contract with the discounts (percentage (%) off list price) indicated for a Dual Award. The discount was applied from the dated manufacturer's printed list price catalog as indicated on the pricing sheets.

c. REFURBISHED OPEN SPACE OFFICE FURNITURE ITEM LISTING -- DUAL AWARD

Included in this Contract, in Appendix F, is a cluster that includes (6) workstations. This was used by the contractor for pricing of product for both Standard and Express Programs located in the Item Listing pages in Appendix C. The pricing for the item listing represents the discount (percentage (%) off list price) applied for a Dual Award.

d. DISCOUNTS

The percentage (%) discount from the manufacturer's printed list price catalog was used to calculate the prices on each corresponding Item Listing. All products on each Item Listing were calculated using the same percentage discount. The percentage (%) of discount is the lowest discount percentage (%) throughout the Contract period.

All products within the product line of Refurbished Open Space Office Furniture offered on this Contract are available at the percentage discounts indicated.

1.402 PROPOSAL PRICING—DESIGN SERVICES**DESIGN SERVICES INFORMATION SHEET**

There are 2 (two) levels of DESIGN SERVICES included in this Contract (refer to the attached Appendix A - DESIGN SERVICES SPECIFICATIONS for specific design requirements):

1. The first level of DESIGN SERVICES is when all Refurbished furniture will be ordered from the Contract (no re-utilization of existing furniture) and needs to be designed. These charges are expressed as a percentage (%) to be multiplied by the total net value of the order for the furniture that will be required. These charges, for various order levels and regions of the state, and delivery options are indicated on the attached Appendix C - DESIGN SERVICES INFORMATION SHEET.

Please note that the DESIGN SERVICES charge for a particular project shall always be calculated by taking the appropriate percentage (%) from Appendix C - DESIGN SERVICES INFORMATION SHEET multiplied by the total net value of the order utilizing the prices indicated in the Item listing.

2. The second level of DESIGN SERVICES is when a particular project will consist of a combination of Refurbished furniture ordered from the Contract and the re-utilization of some existing furniture. This figure is expressed as a dollar amount per hour for regular hours and premium (evenings and weekends) on the attached Appendix C - DESIGN SERVICES INFORMATION SHEET. Design services at this level must also include the inventorying of existing furniture. The actual time required to complete the design will be multiplied by the dollar amount per hour to determine the cost for designing the project, including transportation time.

The dollar amount per hour expressed will also apply to projects requiring all refurbished furniture to be ordered from the Contract when the initial DESIGN SERVICES required for the project have been completed in compliance with the attached DESIGN SERVICES specifications. This figure will kick-in when the agency requires additional DESIGN SERVICES (due to further changes, a requirement to meet with each individual in the office, "tune up" design, etc.), above and beyond what is required by the attached specifications. Also, if the designer will be required to identify the quantity and various sizes of other items needed for a project, such as tables, chairs, files, etc., and



then must incorporate the space needed for those items into all plans, the dollar amount per hour may be charged for this service.

Included in Appendix C, are standard time frames generally allotted for various size projects based on the number of workstations. Time frames shall address the following design stages: Schematics Design Block Plan, Preliminary Design Block Plan, Installation Design Plan, and Itemized Parts List.

b. DESIGN CALCULATION SHEET

The percentage for design services is based on Appendix C - "DESIGN SERVICES INFORMATION SHEET" using the column that represents the percentage charge for design services in the Zone 2 – University Region with Standard Delivery for an order equal to or greater than \$100,000. That percentage will be multiplied by the total amount of furniture for "Standard Delivery" off the "Item listing" to equal the dollar amount of design services.

1.403 PROPOSAL PRICING—INSTALLATION SERVICES

a. INSTALLATION INFORMATION SHEET

There are 4 (four) different levels of INSTALLATION in this Contract, (refer to the attached INSTALLATION SPECIFICATIONS for specific installation requirements):

The installation charges include prevailing wage.

1. The **first level of INSTALLATION** is when all Refurbished Open Space Office Furniture is going to be ordered and workstations need to be installed. These charges are expressed as a percentage (%) to be multiplied by the total net value of the order for the furniture that will be required. These charges, by order level and regions of the State, are indicated on the attached Appendix C - INSTALLATION INFORMATION SHEET.

2. The **second level of INSTALLATION** is when Refurbished and existing Open Space Office Furniture workstations need to be installed. This figure is expressed as a dollar amount per hour on the attached Appendix C -INSTALLATION INFORMATION SHEET. The actual time required to complete the installation will be multiplied by the dollar amount per hour to determine the cost for installing the project, including transportation time. Please refer to the attached Appendix E - Zone Map for reference purposes. (See **INSTALLATION** statement in the attached terms and conditions.)

The dollar amount per hour expressed will also apply to projects requiring additional INSTALLATION after the initial INSTALLATION is completed in compliance with the attached INSTALLATION specifications. This figure will apply when the agency requires "tune-up" INSTALLATION or re-configuration due to minor revisions requested by the agency.

If a combination of refurbished and existing product is being installed, the installation shall be charged by an hourly rate unless negotiated by DMB during the technical review.

3. The **third level of INSTALLATION** is when workstations need to be installed and the installation requires the breakdown of existing furniture combined with installation of existing and Refurbished Open Space Office Furniture ordered from this Contract. Teardown of existing workstations may or may not include removal. This figure is expressed as a dollar amount per hour on the attached Appendix C -INSTALLATION INFORMATION SHEET. The actual time required to complete the breakdown, installation, and removal will be multiplied by the dollar amount per hour to determine the cost for installing the project, including transportation time. A map is included In **Appendix E – Zone Map** for reference purposes. (See **INSTALLATION** statement in the attached terms and conditions.)

If a combination of refurbished and existing product is being installed, the installation shall be charged by an hourly rate unless negotiated by DMB during the technical review.



4. The **fourth level** of **INSTALLATION** is when workstations need to be torndown, palletized, shrink wrapped, removed and delivered to a specified dock. This figure is expressed as a dollar amount per hour on the attached Appendix C -INSTALLATION INFORMATION SHEET. Please refer to the attached Appendix E - Zone Map for reference purposes. (See **INSTALLATION** statement in the attached terms and conditions.) Order levels are net product values.

5. The fifth **level** of **INSTALLATION** is when workstations need to be re-configured and no additional furniture is needed from this contract. This figure is expressed as a dollar amount per hour on the attached Appendix C -INSTALLATION INFORMATION SHEET. The actual time required to complete the re-configuration will be multiplied by the dollar amount per hour to determine the cost for installing the project, including transportation time. A map is included In **Appendix E – Zone Map** for reference purposes. (See **INSTALLATION** statement in the attached terms and conditions.)

b. INSTALLATION CALCULATION SHEET

The percentage for installation services is based on Appendix C - "INSTALLATION SERVICES INFORMATION SHEET" using the column that represents the percentage charge for installation services in Zone 2 – University Region with Standard Delivery for an order equal to or greater than \$100,000. That percentage will be multiplied by the total amount of furniture for "Standard Delivery" off the Appendix C - "Item listing" to equal the dollar amount of installation services. Also included is the contractor's hourly rate per level of installation multiplied by the hours from the time study for the services indicated in Appendix C.

c. REFURBISH SERVICES CALCULATION SHEET

Included in Appendix C are the charges the State would incur for the contractor to perform specified services relating to refurbishing existing furniture. These charges are based on the six-workstation cluster on the attached **Appendix F** - "Workstation Cluster. The hourly rate per level of service is multiplied by the hours from the time study for the services indicated below.

d. TIME STUDIES

Appendix C includes the required assembly time to install the six (6) workstation cluster drawings included in Appendix F. This is based on installing the Basic Product Line, according to the installation conditions indicated in Appendix C. These time studies may be utilized as a benchmark throughout the Contract period.

Appendix C also includes the required time to perform the re-furbishing services below using the six (6) workstation cluster drawings included in Appendix F. These time studies may be utilized as a benchmark throughout the Contract period.

e. PREVAILING WAGE FOR INSTALLATION AND OTHER SERVICES

Hourly rates are all inclusive (i.e., prevailing wage, travel, parking) as set forth in Prevailing Wage schedule issued by DLEG included in Appendix G - I. **These prevailing wage rates issued by DLEG are firm for the duration of the contract.**

The prevailing wage hourly rates for installation charged by the Contractor, included in this Contract shall remain firm for the duration of the contract.

Prevailing wage rates only apply to work being performed in State owned, controlled or leased buildings. The non-prevailing wage rate applies to all other work.

The prevailing wage classification is defined as laborer, unless otherwise specified.

**1.404 PROPOSAL PRICING--LATERAL FILES**

The "Lateral File Cabinets Pricing Sheet" is divided into 6 (six) geographic regions and (3) three service levels:

Drop- Ship
Inside Delivery
Delivered and Installed

Appendix C indicates the percentage (%) discount from the manufacturer's current list price catalog used to calculate the prices for that category of file cabinet in that region and delivery option. The discount is the same for all items within the category for a particular region.

1.405 ADDITIONAL INFORMATION SHEET

Additional services are included on the "Additional Information Sheet" located in Appendix C.

1.406 RESERVED**1.407 QUICK PAYMENT TERMS**

The Contractor offers an early payment discount of 1% for invoices paid within 15 days of the invoice (shipment) date. The 1% is applied against product and service costs.

1.408 PRICE TERM

Prices quoted are the maximum for a period of 365 days from the date the Contract becomes effective.

Prices are subject to change at the end of each 365-day period. Such changes shall be based on changes in actual costs incurred. Documentation of such changes must be provided with the request for price change in order to substantiate any requested change. Purchasing Operations reserves the right to consider various pertinent information sources to evaluate price increase requests (such as the CPI and PPI, US City Average, as published by the US Department of Labor, Bureau of Labor Statistics). Purchasing Operations also reserves the right to consider other information related to special economic and/or industry circumstances, when evaluating a price change request. Changes may be either increases or decreases, and may be requested by either party. Approved changes shall be firm for the remainder of the Contract period unless further revised at the end of the next 365-day period.

Requests for price changes shall be RECEIVED IN WRITING AT LEAST 30 DAYS PRIOR TO THEIR EFFECTIVE DATE, and are subject to written acceptance before becoming effective. In the event new prices are not acceptable, the CONTRACT may be cancelled. The continued payment of any charges due after September 30th of any fiscal year will be subject to the availability of an appropriation for this purpose.



ARTICLE 2 – GENERAL TERMS AND CONDITIONS

2.0 Introduction

2.001 GENERAL PURPOSE

This Contract is for Refurbished Open Space Office Furniture and Lateral Files, design and installation services for the State of Michigan. Exact quantities to be purchased are unknown; however, the Contractor will be required to furnish all such materials and services as may be ordered during the CONTRACT period. Quantities specified, if any, are estimates based on prior purchases, and the State is not obligated to purchase in these or any other quantities. Orders for delivery will be issued directly to the Contractor by various State Agencies on the Purchase Order Contract Release Form.

Attached is a listing of State agencies and/or locations that may order from the Contract. The listing shall not limit participation of additional agencies/locations as the need may develop at the same prices, terms and conditions. Units of local government may also issue orders (see attached Non-State Agency Statement).

2.002 ISSUING OFFICE AND CONTRACT ADMINISTRATOR

This Contract is issued by the State of Michigan, Department of Management and Budget, Purchasing Operations, hereinafter known as Purchasing Operations, for all State agencies. Where actions are a combination of those of Purchasing Operations and the State agencies, the authority will be known as the State.

Purchasing Operations is the sole point of contact in the State with regard to all procurement and Contractual matters relating to the commodities and/or services described herein. Purchasing Operations is the only office authorized to negotiate, change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of the Contract. Purchasing Operations will remain the SOLE POINT OF CONTACT throughout the procurement process.

Contractor proceeds at its own risk if it takes negotiation, changes, modification, alterations, amendments, clarification, etc., of the specifications, terms, or conditions of the Contract from any individual or office other than Purchasing Operations and the listed Contract administrator

All communications covering this procurement must be addressed to Contract administrator indicated below:

Department of Management and Budget
Purchasing Operations
Laura Gyorkos
2nd Floor, Mason Building
P.O. Box 30026
Lansing, Michigan 48909
Phone: (517) 373-1455
E-Mail: GyorkosL@michigan.gov

2.003 NOTICE

Any notice given to a party under this Contract must be written and shall be deemed effective, if addressed to such party as addressed below upon (i) delivery, if hand delivered; (ii) receipt of a confirmed transmission by facsimile if a copy of the notice is sent by another means specified in this section; (iii) the third (3rd) Business Day after being sent by U.S. mail, postage pre-paid, return receipt requested; or (iv) the next Business Day after being sent by a nationally recognized overnight express courier with a reliable tracking system.



2.004 CONTRACT TERM

The term of this Contract will be for three (3) years and will commence with the issuance of a Contract. This will be approximately August 6, 2008 through August 5, 2011.

Option. The State reserves the right to exercise two (2) one-year options, at the sole option of the State. Contractor performance, quality of products, price, cost savings, and the Contractor's ability to deliver on time are some of the criteria that will be used as a basis for any decision by Purchasing Operations to exercise an option year.

Extension. At the sole option of the State, the Contract may also be extended. Contractor performance, quality of products, price, cost savings, and the Contractor's ability to deliver on time are some of the criteria that will be used as a basis for any decision by Purchasing Operations to exercise an option year.

Written notice will be provided to the Contractor within 45 days prior to expiration provided that the State gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the Contract expires. The preliminary notice does not commit the State to an extension. If the State exercises this option, the extended Contract shall be considered to include this option clause.

2.005 GOVERNING LAW

The Contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. By signing this agreement, vendor consents to personal jurisdiction in the state of Michigan. Any dispute arising herein shall be resolved in the State of Michigan.

2.006 APPLICABLE STATUTES

The following statutes, rules, and laws are applicable to the performance of this Contract; some statutes are reflected in the clauses of this Contract. This list is NOT exhaustive.

MI Uniform Commercial Code (MIUCC) MCL 440. (all sections unless otherwise altered by agreement)
MI OSHA MCL §§ 408.1001 – 408.1094
Freedom of Information Act (FIOA) MCL §§ 15.231, et seq.
Natural Resources and Environmental Protection Act MCL §§ 324.101, et seq.
MI Consumer Protection Act MCL §§ 445.901 – 445.922
Laws relating to wages, payments of wages, and fringe benefits on state projects MCL §§ 408.551 – 408.558, 408.471 – 408.490, 1965 PA 390.
Department of Civil Service Rules and Regulations
Elliot Larsen Civil Rights Act MCL §§ 37.2201, et seq.
Persons with disabilities Civil Rights Act MCL §§ 37.1101, et seq.
MCL §§ 423.321, et seq.
MCL § 18.1264 (law regarding debarment)
Davis-Bacon Act (DBA) 40 USCU §§ 276(a), et seq.
Contract Work Hours and Safety Standards Act (CWHSAA) 40 USCS § 327, et seq.
Business Opportunity Act for Persons with Disabilities MCL §§ 450.791 – 450.795
Rules and regulations of the Environmental Protection Agency
Internal Revenue Code
Rules and regulations of the Equal Employment Opportunity Commission (EEOC)
The Civil Rights Act of 1964, USCS Chapter 42
Title VII, 42 USCS §§ 2000e et seq.
The Americans with Disabilities Act (ADA), 42 USCS §§ 12101 et seq.
The Age Discrimination in Employment Act of 1967 (ADEA), 29 USCS §§ 621, 623 et seq.
The Old Workers Benefit and Protection Act of 1990 (OWBPA), 29 USCS §§ 626, et seq.
The Family Medical Leave Act of 1993 (FMLA), 29 USC §§ 651 et seq.
The Fair Labor Standards Act (FLSA), 29 USC §§ 201 et seq.



Pollution Prevention Act of 1990 (PPA) 42 U.S.C. §13106
Sherman Act, 15 U.S.C.S. § 1 et seq.
Robinson-Patman Act, 15 U.S.C.S. § 13 et. seq.
Clayton Act, 15 U.S.C.S. § 14 et seq.
Public Act 166 of 1965

2.007 RELATIONSHIP OF THE PARTIES

The relationship between the State and the Contractor is that of client and independent Contractor. No agent, employee, or servant of the Contractor or any of its subContractors shall be or shall be deemed to be an employee, agent, or servant of the State for any reason. The Contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subContractors during the performance of this Contract.

2.008 HEADINGS

Captions and headings used in the Contract are for information and organization purposes. Captions and headings, including inaccurate references, do not, in any way, define or limit the requirements or terms and conditions of this Contract.

2.009 MERGER

This document constitutes the complete, final, and exclusive agreement between the parties. All other prior writings and negotiations are ineffective.

2.010 SEVERABILITY

Each provision of the Contract shall be deemed to be severable from all other provisions of the Contract and, if one or more of the provisions of the Contract shall be declared invalid, the remaining provisions of the Contract shall remain in full force and effect.

2.011 SURVIVORSHIP

Any provisions of the Contract that impose continuing obligations on the parties including, but not limited to the Contractor's indemnity and other obligations shall survive the expiration or cancellation of the Contract for any reason.

2.012 NO WAIVER OF DEFAULT

The failure of a party to insist upon strict adherence to any term of the Contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term or any other term of the Contract.

2.013 PURCHASE ORDERS

Orders for delivery of commodities and/or services may be issued directly by the State departments through the issuance of a Purchase Order Form referencing this Contract (Blanket Purchase Order) agreement and the terms and conditions contained herein. Contractor is asked to reference the Purchase Order Number on all invoices for payment.

2.1 Vendor/Contractor Obligations

2.101 ACCOUNTING RECORDS

The Contractor and all subContractors shall maintain all pertinent financial and accounting records and evidence pertaining to the Contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Michigan. Financial and accounting records shall be made available,



upon request, to the State of Michigan, its designees, or the Michigan Auditor General at any time during the Contract period and any extension thereof, and for three years from expiration date and final payment on the Contract or extension thereof.

2.102 NOTIFICATION OF OWNERSHIP

The Contractor shall make the following notifications in writing:

- a. When the Contractor becomes aware that a change in its ownership or officers has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify Purchasing Operations within 30 days.
- b. The Contractor shall also notify the Purchasing Operations within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership or officers.

The Contractor shall:

- a. Maintain current, accurate, and complete inventory records of assets and their costs;
- b. Provide Purchasing Operations or designated representative ready access to the records upon request;
- c. Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership or officer changes; and
- d. Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership or officer change.

2.103 SOFTWARE COMPLIANCE

The vendor warrants that all software for which the vendor either sells or licenses to the State of Michigan and used by the State prior to, during or after the calendar year 2000, includes or shall include, at no added cost to the State, design and performance so the State shall not experience software abnormality and/or the generation of incorrect results from the software, due to date oriented processing, in the operation of the business of the State of Michigan.

The software design, to insure year 2000 compatibility, shall include, but is not limited to: data structures (databases, data files, etc.) that provide 4-digit date century; stored data that contain date century recognition, including, but not limited to, data stored in databases and hardware device internal system dates; calculations and program logic (e.g., sort algorithms, calendar generation, event recognition, and all processing actions that use or produce date values) that accommodates same century and multi-century formulas and date values; interfaces that supply data to and receive data from other systems or organizations that prevent non-compliant dates and data from entering any State system; user interfaces (i.e., screens, reports, etc.) that accurately show 4 digit years; and assurance that the year 2000 shall be correctly treated as a leap year within all calculation and calendar logic.

2.104 RESERVED

2.105 RESERVED

2.106 PREVAILING WAGE

The rates of wages and fringe benefits to be paid each class of individuals employed by the Contractor, its subContractors, their subContractors, and all persons involved with the performance of this Contract in privity of Contract with the Contractor shall not be less than the wage rates and fringe benefits established by the



Michigan Department of Labor and Economic Growth, Bureau of Safety and Regulation, Wage/Hour Division schedule of occupational classification and wage rates and fringe benefits for the local where the work is to be performed. The term Contractor shall include all general Contractors, prime Contractors, project managers, trade Contractors, and all of their Contractors or subContractors and persons in privity of Contract with them (see attached 2004 Prevailing Wage Rates for State Funded Projects).

The Contractor, its subContractors, their subContractors, and all persons involved with the performance of this Contract in privity of Contract with the Contractor shall keep posted on the work site, in a conspicuous place, a copy of all wage rates and fringe benefits as prescribed in the Contract. You must also post, in a conspicuous place, the address and telephone number of the Michigan Department of Labor and Economic Growth the office responsible for enforcement of the wage rates and fringe benefits. You shall keep an accurate record showing the name and occupation of the actual wage and benefits paid to each individual employed in connection with this Contract. This record shall be available to the State upon request for reasonable inspection.

If any trade is omitted from the list of wage rates and fringe benefits to be paid to each class of individuals by the Contractor, it is understood that the trades omitted shall also be paid not less than the wage rate and fringe benefits prevailing in the local where the work is to be performed.

Prevailing wage rates only apply to work being performed in State owned, controlled or leased buildings. The non-prevailing wage rate applies to all other work.

The prevailing wage classification is defined as laborer, unless otherwise specified.

2.107 PAYROLL AND BASIC RECORDS

Payrolls and basic records relating to the performance of this Contract shall be maintained by the Contractor during the course of the work and preserved for a period of 3 years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

The Contractor shall submit a copy of all payrolls to the Contract Administrator upon request. The payrolls submitted shall set out accurately and completely all of the information required to be maintained as indicated above.

The Prime Contractor is responsible for the submission of copies of payrolls by all subContractors upon request from the Contract Administrator

The Contractor or subContractor shall permit the Contract Administrator or representatives of the Contract Administrator or the State of Michigan to interview employees during working hours on the job.

If the Contractor or subContractor fails to submit required records or to make them available, the Contract Administrator may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment.

2.108 COMPETITION IN SUBCONTRACTING

The Contractor shall select subContractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of the Contract.



2.109 CALL CENTER DISCLOSURE

Vendor and/or all subContractors involved in the performance of this Contract providing call or contact center services to the State of Michigan must disclose the location of its call or contact center services to inbound callers. Failure to disclose this information shall be a material breach of this agreement.

2.2 Contract Performance

2.201 TIME IS OF THE ESSENCE

Contractor/Vendor is on notice that time is of the essence in the performance of this Contract. Late performance will be considered a material breach of this Contract, giving the State a right to invoke all remedies available to it under this Contract.

2.202 CONTRACT PAYMENT SCHEDULE

All invoices should reflect actual work done. Specific details of invoices and payments will be agreed upon between the Contract Administrator and the Contractor after the proposed Contract Agreement has been signed and accepted by both the Contractor and the Director of Purchasing Operations, Department of Management and Budget. This activity will occur only upon the specific written direction from Purchasing Operations.

2.203 RESERVED

2.204 RESERVED

2.205 ELECTRONIC PAYMENT AVAILABILITY

Public Act 533 of 2004 requires that payments under this Contract be processed by electronic funds transfer (EFT). Contractor is required to register to receive payments by EFT at the Contract & Payment Express website (www.cpexpress.state.mi.us).

2.206 RESERVED

2.3 Contract Rights and Obligations

2.301 INCURRING COSTS

The State of Michigan is not liable for any cost incurred by the Contractor prior to signing of the Contract. The State fiscal year is October 1st through September 30th. The Contractor(s) should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations. Total liability of the State is limited to terms and conditions of the Contract.

2.302 CONTRACTOR RESPONSIBILITIES

The Contractor will be required to assume responsibility for all Contractual activities, whether or not that Contractor performs them. Further, the State will consider the Contractor to be the sole point of contact with regard to Contractual matters, including payment of any and all charges in this Contract. If any part of the work is to be subContracted, the Contract must include a list of subContractors, including firm name and address, contact person and a complete description of work to be subContracted. The State reserves the right to approve subContractors and to require the Contractor to replace subContractors found to be unacceptable. The Contractor is totally responsible for adherence by the subContractor to all provisions of the Contract. Any change in subContractors must be approved by the State, in writing, prior to such change.



2.303 ASSIGNMENT AND DELEGATION

The Contractor shall not have the right to assign this Contract, to assign its rights under this Contract, or delegate any of its duties or obligations under the Contract to any other party (whether by operation of law or otherwise), without the prior written consent of the State. Any purported assignment in violation of this Section shall be null and void. Further, the Contractor may not assign the right to receive money due under the Contract without the prior written consent of the Director of Purchasing Operations.

The Contractor shall not delegate any duties or obligations under the Contract to a subContractor other than a subContractor named and approved in the bid unless the Director of Purchasing Operations has given written consent to the delegation.

The contractor must obtain the approval of the Director of Purchasing Operations before using a place of performance that is different from the address that the contractor provided in their bid.

2.304 TAXES

Sales Tax: For purchases made directly by the State of Michigan, the State is exempt from State and Local Sales Tax. Prices shall not include such taxes. Exemption Certificates for State Sales Tax will be furnished upon request.

Federal Excise Tax: The State of Michigan may be exempt for Federal Excise Tax, or such taxes may be reimbursable, if articles purchased under this Contract are used for the State's exclusive use. Certificates exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent to the Contractor upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, prices shall not include the Federal Excise Tax.

The State's Tax Exempt Certification is available for vendor viewing upon request to the Contract Administrator.

2.305 INDEMNIFICATION

General Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

1. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions or omissions of the Contractor or any of its subContractors under this Contract.
2. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Contractor of any representation or warranty made by the Contractor in the Contract;
3. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or related to occurrences that the Contractor is required to insure against as provided for in this Contract;
4. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of



services by the Contractor, by any of its subContractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;

5. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents which results from an act or omission of the Contractor or any of its subContractors in its or their capacity as an employer of a person.

Patent/Copyright Infringement Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its employees and agents from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties) incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Contractor or its subContractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States. In addition, should the equipment, software, commodity, or service, or the operation thereof, become or in the Contractor's opinion be likely to become the subject of a claim of infringement, the Contractor shall at the Contractor's sole expense (i) procure for the State the right to continue using the equipment, software, commodity or service or, if such option is not reasonably available to the Contractor, (ii) replace or modify the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to Contractor, (iii) accept its return by the State with appropriate credits to the State against the Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

Code Indemnification

To the extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State from any claim, loss, or expense arising from Contractor's breach of the No Surreptitious Code Warranty.

Indemnification Obligation Not Limited

In any and all claims against the State of Michigan, or any of its agents or employees, by any employee of the Contractor or any of its subContractors, the indemnification obligation under the Contract shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Contractor or any of its subContractors under worker's disability compensation acts, disability benefits acts, or other employee benefits acts. This indemnification clause is intended to be comprehensive. Any overlap in sub clauses, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other sub clause.

Continuation of Indemnification Obligation

The duty to indemnify will continue in full force and affect notwithstanding the expiration or early termination of the Contract with respect to any claims based on facts or conditions, which occurred prior to termination.



Indemnification Procedures

The procedures set forth below shall apply to all indemnity obligations under this Contract.

1. After receipt by the State of notice of the action or proceeding involving a claim in respect of which it will seek indemnification, the State shall promptly notify Contractor of such claim in writing and take or assist Contractor in taking, as the case may be, any reasonable action to avoid the imposition of a default judgment against Contractor. No failure to so notify Contractor shall relieve Contractor of its indemnification obligations except to the extent that Contractor can demonstrate damages attributable to such failure. Within ten (10) days following receipt of written notice from the State relating to any claim, Contractor shall notify the State in writing whether Contractor agrees to assume control of the defense and settlement of that claim (a "Notice of Election"). After notifying Contractor of a claim and prior to the State receiving Contractor's Notice of Election, the State shall be entitled to defend against the claim, at Contractor's expense, and Contractor will be responsible for any reasonable costs incurred by the State in defending against the claim during such period.
2. If Contractor delivers a Notice of Election relating to any claim: (i) the State shall be entitled to participate in the defense of such claim and to employ counsel at its own expense to assist in the handling of such claim and to monitor and advise the State about the status and progress of the Defense; (ii) Contractor shall, at the request of the State, demonstrate to the reasonable satisfaction of the State, Contractor's financial ability to carry out its defense and indemnity obligations under this Contract; (iii) Contractor shall periodically advise the State about the status and progress of the defense and shall obtain the prior written approval of the State before entering into any settlement of such claim or ceasing to defend against such claim and (iv) to the extent that any principles of Michigan governmental or public law may be involved or challenged, the State shall have the right, at its own expense, to control the defense of that portion of such claim involving the principles of Michigan governmental or public law. Notwithstanding the foregoing, the State may retain control of the defense and settlement of a claim by written notice to Contractor given within ten (10) days after the State's receipt of Contractor's information requested by the State pursuant to clause (ii) of this paragraph if the State determines that Contractor has failed to demonstrate to the reasonable satisfaction of the State Contractor's financial ability to carry out its defense and indemnity obligations under this Section. Any litigation activity on behalf of the State of Michigan, or any of its subdivisions pursuant to this Section, must be coordinated with the Department of Attorney General. In the event the insurer's attorney represents the State pursuant to this Section, the insurer's attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.
3. If Contractor does not deliver a Notice of Election relating to any claim of which it is notified by the State as provided above, the State shall have the right to defend the claim in such manner as it may deem appropriate, at the cost and expense of Contractor. If it is determined that the claim was one against which Contractor was required to indemnify the State, upon request of the State, Contractor shall promptly reimburse the State for all such reasonable costs and expenses.

2.306 LIMITATION OF LIABILITY

Except as set forth herein, neither the Contractor nor the State shall be liable to the other party for indirect or consequential damages, even if such party has been advised of the possibility of such damages. Such limitation as to indirect or consequential damages shall not apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of this Contract calling for liquidated damages; to Contractor's indemnification obligations (2.305); or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on this Contract.

The State's liability for damages to the Contractor shall be limited to the value of the Contract.

**2.307 CONTRACT DISTRIBUTION**

Purchasing Operations shall retain the sole right of Contract distribution to all State agencies and local units of government unless other arrangements are authorized by Purchasing Operations.

2.308 FORM, FUNCTION, AND UTILITY

If the Contract is for use of more than one State agency and if the good or service provided under this Contract do not meet the form, function, and utility required by a State agency, that agency may, subject to State purchasing policies, procure the good or service from another source.

2.309 ASSIGNMENT OF ANTITRUST CAUSE OF ACTION

For and in consideration of the opportunity to submit a quotation and other good and valuable consideration, the contractor hereby assigns, sells and transfers to the State of Michigan all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of payment and which relate solely to the particular goods, commodities, or services purchased or procured by this State pursuant to this transaction.

2.310 PURCHASING FROM OTHER STATE AGENCIES

State agencies are exempt from utilizing this Contract if they would instead prefer to purchase similar items from the Department of Corrections, Michigan State Industries (MSI), which provides valuable training opportunities for inmates at State correctional facilities.

2.311 TRANSITION ASSISTANCE

If this Contract is not renewed at the end of this term, or is canceled prior to its expiration, for any reason, the Contractor must provide for all reasonable transition assistance requested by the State, to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to the State or its designees. Such transition assistance will be deemed by the parties to be governed by the terms and conditions of this Contract, (notwithstanding this expiration or cancellation) except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall pay the Contractor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for Contract performance.

2.312 RESERVED**2.313 RESERVED****2.314 WEBSITE INCORPORATION**

The State of Michigan expressly states that it will not be bound by any content on the Contractor's website, even if the Contractor's documentation specifically referenced that content and attempts to incorporate it into any other communication, unless the State has actual knowledge of such content and has expressly agreed to be bound by it in a writing that has been manually signed by an authorized representation of the State.

2.4 Contract Review and Evaluation**2.401 RESERVED****2.402 PERFORMANCE REVIEWS**

Purchasing Operations in conjunction with the various State agencies may review with the Contractor their performance under the Contract. Performance reviews shall be conducted quarterly, semi-annually or annually depending on Contractor's past performance with the State. Performance reviews shall include, but



not limited to, quality of products/services being delivered and provided, timeliness of delivery, percentage of completion of orders, the amount of back orders, status of such orders, accuracy of billings, customer service, completion and submission of required paperwork, the number of substitutions and the reasons for substitutions, and other requirements of the Contract.

Upon a finding of poor performance, which has been documented by Purchasing Operations, the Contractor shall be given an opportunity to respond and take corrective action. If corrective action is not taken in a reasonable amount of time as determined by Purchasing Operations, the Contract may be canceled for default. Delivery by the Contractor of unsafe and/or adulterated or off-condition products to any State agency is considered a material breach of Contract subject to the cancellation provisions contained herein.

2.403 AUDIT OF CONTRACT COMPLIANCE/ RECORDS AND INSPECTIONS

- a. Inspection of Work Performed. The State's authorized representatives shall at all reasonable times and with ten (10) days prior written request, have the right to enter Contractor's premises, or any other places, where the Services are being performed, and shall have access, upon reasonable request, to interim drafts of Deliverables or work-in-progress. Upon ten (10) Days prior written notice and during business hours, the State's representatives shall be allowed to inspect, monitor, or otherwise evaluate the work being performed and to the extent that such access will not interfere or jeopardize the safety or operation of the systems or facilities. Contractor must provide all reasonable facilities and assistance for the State's representatives, so long as no security, labor relations policies and propriety information policies are violated.
- b. Examination of Records. No more than once per year, Contractor agrees that the State, including its duly authorized representatives, until the expiration of seven (7) years following the creation of the material (collectively, the "Audit Period"), shall, upon twenty (20) days prior written notice, have access to and the right to examine and copy any of Contractor's books, records, documents and papers pertinent to establishing Contractor's compliance with the terms and conditions of the Contract and with applicable laws and rules, including the State's procurement rules, regulations and procedures, and actual performance of the Contract for the purpose of conducting an audit, examination, excerpt and/or transcription but the State shall not have access to any information deemed confidential to Contractor to the extent such access would require such confidential information to become publicly available. This provision also applies to the books, records, accounts, documents and papers, in print or electronic form, of any parent, affiliated or subsidiary organization of Contractor, or any SubContractor of Contractor performing services in connection with the Contract.
- c. Retention of Records. Contractor shall maintain at least until the end of the Audit Period all pertinent financial and accounting records (including time sheets and payroll records, and information pertaining to the Contract and to the Services, equipment, and commodities provided under the Contract) pertaining to the Contract in accordance with generally accepted accounting principles and other procedures specified in this Section. Financial and accounting records shall be made available, upon request, to the State at any time during the Audit Period. If an audit, litigation, or other action involving Contractor's records is initiated before the end of the Audit Period, the records must be retained until all issues arising out of the audit, litigation, or other action are resolved or until the end of the Audit Period, whichever is later.
- d. Audit Resolution. If necessary, the Contractor and the State shall meet to review each audit report promptly after issuance. The Contractor will respond to each audit report in writing within thirty (30) days from receipt of such report, unless a shorter response time is specified in such report. The Contractor and the State shall develop and agree upon an action plan to promptly address and resolve any deficiencies, concerns, and/or recommendations in such audit report.
 1. Errors. If the audit demonstrates any errors in the statements provided to the State, then the amount in error shall be reflected as a credit or debit on the next invoice and in subsequent invoices until the amount is paid or refunded in full. However, a credit or debit may not be carried for more than four (4) quarterly statements. If a balance remains after four (4) quarterly statements, then the remaining amount will be due as a payment or refund within forty-five (45) days of the last quarterly statement that the balance appeared on or termination of the Contract, whichever is earlier.



2. In addition to other available remedies, the difference between the payment received and the correct payment amount is greater than ten (10%), then the Contractor shall pay all of the reasonable costs of the audit.

2.5 Quality and Warranties

2.501 PROHIBITED PRODUCTS

The State will not accept salvage, distressed, outdated or discontinued merchandise. Shipping of such merchandise to any State agency, as a result of an order placed against the Contract, shall be considered default by the Contractor of the terms and conditions of the Contract and may result in cancellation of the Contract by the State. The brand and product number offered for all items shall remain consistent for the term of the Contract, unless Purchasing Operations has approved a change.

2.502 QUALITY ASSURANCE

The State reserves the right to periodically test products, which have been received to verify compliance with specifications. If laboratory analysis shows that the product does not meet specifications or fails to perform satisfactorily at any time, the Contractor shall be responsible for:

- a. All costs of testing and laboratory analysis.
- b. Disposal and/or replacement of all products which fail to meet specifications.
- c. All costs of repair and/or replacement of equipment deemed to have been damaged by substandard products as determined by the State.

2.503 INSPECTION

All goods are subject to inspection and testing. In the event goods are defective in material or workmanship, or otherwise fail to meet the requirements of the Contract, the State shall have the right to reject the goods or retain the goods and correct the defects. The Contractor shall pay the State for expenses incurred in correcting defects. Rejected goods will be held for 45 days after delivery. The Contractor must arrange for the return of said goods, including paying for handling, packing, and transportation costs. The State has the authority to dispose of the goods without further liability to the State in the event the Contractor fails to make arrangements within the specified time period.

2.504 GENERAL WARRANTIES (GOODS)

Warranty of Merchantability – Goods provided by vendor under this agreement shall be merchantable. All goods provided under this Contract shall be of good quality within the description given by the State, shall be fit for their ordinary purpose, shall be adequately contained and packaged within the description given by the State, shall conform to the agreed upon specifications, and shall conform to the affirmations of fact made by the vendor or on the container or label.

Warranty of Fitness for a Particular Purpose – When vendor has reason to know or knows any particular purpose for which the goods are required, and the State is relying on the vendor's skill or judgment to select or furnish suitable goods, there is a warranty that the goods are fit for such purpose.

Warranty of Title – Vendor shall, in providing goods to the State, convey good title in those goods, whose transfer is right and lawful. All goods provided by vendor shall be delivered free from any security interest, lien, or encumbrance of which the State, at the time of Contracting, has no knowledge. Goods provided by vendor, under this agreement, shall be delivered free of any rightful claim of any third person by or infringement or the like.



2.505 CONTRACTOR WARRANTIES

The Contract will contain customary representations and warranties by the Contractor, including, without limitation, the following:

- a. The Contractor will perform all services in accordance with high professional standards in the industry;
- b. The Contractor will use adequate numbers of qualified individuals with suitable training, education, experience and skill to perform the services;
- c. The Contractor will use its best efforts to use efficiently any resources or services necessary to provide the services that are separately chargeable to the State;
- d. The Contractor will use its best efforts to perform the services in the most cost effective manner consistent with the required level of quality and performance;
- e. The Contractor will perform the services in a manner that does not infringe the proprietary rights of any third party;
- f. The Contractor will perform the services in a manner that complies with all applicable laws and regulations;
- g. The Contractor has duly authorized the execution, delivery and performance of the Contract;
- h. The Contractor is capable in all respects of fulfilling and shall fulfill all of its obligations under this Contract.
- i. The Contract appendices, attachments, and exhibits identify all equipment and software services necessary for the deliverable(s) to perform and operate in compliance with the Contract's requirements.
- j. The Contractor is the lawful owner or licensee of any Deliverable licensed or sold to the state by Contractor or developed by Contractor under this Contract, and Contractor has all of the rights necessary to convey to the state the ownership rights or license use, as applicable, of any and all Deliverables.
- k. If, under this Contract, Contractor procures any equipment, software or other Deliverable for the State (including equipment, software and other Deliverables manufactured, re-marketed or otherwise sold by Contractor under Contractor's name), then in addition to Contractor's other responsibilities with respect to such items as set forth in this Contract, Contractor shall assign or otherwise transfer to the State or its designees, or afford the State the benefits of, any manufacturer's warranty for the Deliverable.
- l. The Contract signatory has the power and authority, including any necessary corporate authorizations, necessary to enter this Contract, on behalf of Contractor.
- m. The Contractor is qualified and registered to transact business in all locations where required.
- n. Neither the Contractor nor any Affiliates, nor any employee of either, has, shall have, or shall acquire, any Contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner or degree with Contractor's performance of its duties and responsibilities to the State under this Contract or otherwise create an appearance of impropriety with respect to the award or performance of this Agreement. Contractor shall notify the State within two (2) days of any such interest that may be incompatible with the interests of the State.
- o. All financial statements, reports, and other information furnished by Contractor to the State as part of its response to the ITB or otherwise in connection with the award of this Contract fairly and accurately represent the business, properties, financial condition, and results of operations of Contractor as of the respective dates, or for the respective periods, covered by such financial statements, reports, other



information. Since the respective dates or periods covered by such financial statements, reports, or other information, there have been no material adverse changes in the business, properties, financial condition, or results of operations of Contractor. All written information furnished to the State by or behalf of Contractor in connection with this Contract, including its bid, is true, accurate, and complete, and contains no untrue statement of material fact or omits any material fact necessary to make such information not misleading.

2.506 STAFF

The Contractor shall not remove or reassign, without the State's prior written approval any of the Key Personnel until such time as the Key Personnel have completed all of their planned and assigned responsibilities in connection with performance of the Contractor's obligations under this Contract. The Contractor agrees that the continuity of Key Personnel is critical and agrees to the continuity of Key Personnel. Removal of Key Personnel without the written consent of the State may be considered by the State to be a material breach of this Contract. The prohibition against removal or reassignment shall not apply where Key Personnel must be replaced for reasons beyond the reasonable control of the Contractor including but not limited to illness, disability, resignation or termination of the Key Personnel's employment.

The State shall have the right to approve the assignment and replacement by the Contractor of all Key Personnel assigned to the Contract. Before assigning an individual to any of the Key Personnel positions, the Contractor shall notify the State of the proposed assignment, introduce the individual to the appropriate State representatives, and provide the State with a resume and any other information about the individual reasonably requested by the State. The State reserves the right to interview the individual before granting approval.

The State also reserves the right to approve subContractors for this project and to require the Contractor to replace subContractors that are found to be unacceptable.

The Contractor shall provide and manage all resource services (i.e., programming, design, installation, project coordination, etc.) from its multiple authorized dealerships to best meet the State's needs on a given project. The Contractor's dealership services and capacities shall be utilized effectively, as needed, to meet the fluctuating volumes and locations of State projects,

2.507 RESERVED

2.508 RESERVED

2.509 RESERVED

2.6 Breach of Contract

2.601 BREACH DEFINED

Failure to comply with articles, sections, or subsections of this agreement, or making any false statement in this agreement will be considered a material breach of this agreement giving the state authority to invoke any and all remedies available to it under this agreement.

In addition to any remedies available in law and by the terms of this Contract, if the Contractor breaches Sections 2.508, 2.509, or 2.510, such a breach may be considered as a default in the performance of a material obligation of this Contract.

2.602 NOTICE AND THE RIGHT TO CURE

In the event of a curable breach by the Contractor, the State shall provide the Contractor written notice of the breach and a time period to cure said breach described in the notice. This section requiring notice and an opportunity to cure shall not be applicable in the event of successive or repeated breaches of the same nature or if the State determines in its sole discretion that the breach poses a serious and imminent threat to the



health or safety of any person or the imminent loss, damage or destruction of any real or tangible personal property.

2.603 EXCUSABLE FAILURE

1. Neither party shall be liable for any default or delay in the performance of its obligations under the Contract if and to the extent such default or delay is caused, directly or indirectly, by: fire, flood, earthquake, elements of nature or acts of God; riots, civil disorders, rebellions or revolutions in any country; the failure of the other party to perform its material responsibilities under the Contract (either itself or through another Contractor); injunctions (provided the injunction was not issued as a result of any fault or negligence of the party seeking to have its default or delay excused); or any other cause beyond the reasonable control of such party; provided the non-performing party and its subContractors are without fault in causing such default or delay, and such default or delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means, including disaster recovery plans. In such event, the non-performing party will be excused from any further performance or observance of the obligation(s) so affected for as long as such circumstances prevail and such party continues to use its best efforts to recommence performance or observance whenever and to whatever extent possible without delay provided such party promptly notifies the other party in writing of the inception of the excusable failure occurrence, and also of its abatement or cessation.
2. If any of the above enumerated circumstances substantially prevent, hinder, or delay performance of the services necessary for the performance of the State's functions for more than 14 consecutive days, and the State determines that performance is not likely to be resumed within a period of time that is satisfactory to the State in its reasonable discretion, then at the State's option: (a) the State may procure the affected services from an alternate source, and the State shall not be liable for payments for the unperformed services under the Contract for so long as the delay in performance shall continue; (b) the State may cancel any portions of the Contract so affected and the charges payable hereunder shall be equitably adjusted to reflect those services canceled; or (c) the Contract will be canceled without liability of the State to the Contractor as of the date specified by the State in a written notice of cancellation to the Contractor. The Contractor will not have the right to any additional payments from the State as a result of any excusable failure occurrence or to payments for services not rendered as a result of the excusable failure condition. Defaults or delays in performance by the Contractor which are caused by acts or omissions of its subContractors will not relieve the Contractor of its obligations under the Contract except to the extent that a subContractor is itself subject to any excusable failure condition described above and the Contractor cannot reasonably circumvent the effect of the subContractor's default or delay in performance through the use of alternate sources, workaround plans or other means.

2.7 Remedies

2.701 CANCELLATION

The State may cancel this Contract without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents, and employees for any of the following reasons:

1. Material Breach by the Contractor. In the event that the Contractor breaches any of its material duties or obligations under the Contract, which are either not capable of or subject to being cured, or are not cured within the time period specified in the written notice of breach provided by the State, or pose a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property, the State may, having provided written notice of cancellation to the Contractor, cancel this Contract in whole or in part, for cause, as of the date specified in the notice of cancellation.

In the event that this Contract is cancelled for cause, in addition to any legal remedies otherwise available to the State by law or equity, the Contractor shall be responsible for all costs incurred by the State in canceling the Contract, including but not limited to, State administrative costs, attorneys fees and court costs, and any additional costs the State may incur to procure the services required by this Contract from other sources. All excess re-procurement costs and damages shall not be considered by



the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise included in the Contract.

In the event the State chooses to partially cancel this Contract for cause charges payable under this Contract will be equitably adjusted to reflect those services that are cancelled.

In the event this Contract is cancelled for cause pursuant to this section, and it is therefore determined, for any reason, that the Contractor was not in breach of Contract pursuant to the provisions of this section, that cancellation for cause shall be deemed to have been a cancellation for convenience, effective as of the same date, and the rights and obligations of the parties shall be limited to that otherwise provided in the Contract for a cancellation for convenience.

2. Cancellation For Convenience By the State. The State may cancel this Contract for its convenience, in whole or part, if the State determines that such a cancellation is in the State's best interest. Reasons for such cancellation shall be left to the sole discretion of the State and may include, but not limited to (a) the State no longer needs the services or products specified in the Contract, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the Contract services no longer practical or feasible, and (c) unacceptable prices for additional services requested by the State. The State may cancel the Contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the State chooses to cancel this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those services that are cancelled.
3. Non-Appropriation. In the event that funds to enable the State to effect continued payment under this Contract are not appropriated or otherwise made available. The Contractor acknowledges that, if this Contract extends for several fiscal years, continuation of this Contract is subject to appropriation or availability of funds for this project. If funds are not appropriated or otherwise made available, the State shall have the right to cancel this Contract at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of cancellation to the Contractor. The State shall give the Contractor written notice of such non-appropriation or unavailability within 30 days after it receives notice of such non-appropriation or unavailability.
4. Criminal Conviction. In the event the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor, is convicted of a criminal offense incident to the application for or performance of a State, public or private Contract or subContract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects upon the Contractor's business integrity.
5. Approvals Rescinded. The State may terminate this Contract without further liability or penalty in the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, section 5, and Civil Service Rule 7. Termination may be in whole or in part and may be immediate as of the date of the written notice to Contractor or may be effective as of the date stated in such written notice.

2.702 RIGHTS UPON CANCELLATION

Termination Assistance. If this Contract (or any Statement of Work issued under it) is terminated for any reason prior to completion, Contractor agrees to provide for up to six (6) months after the termination all reasonable termination assistance requested by the State to facilitate the orderly transfer of such Services to the State or its designees in a manner designed to minimize interruption and adverse effect. Such termination assistance will be deemed by the parties to be governed by the terms and conditions of this Contract (notwithstanding its termination) other than any terms or conditions that do not reasonably apply to such termination assistance. Such termination assistance shall be at no additional charge to the State if the termination is for Contractor's Default pursuant to Section 2.602; otherwise the State shall compensate



Contractor for such termination assistance on a time and materials basis in accordance with the Amendment Labor Rates identified within this Contract agreement.

2.703 RESERVED

2.704 STOP WORK

1. The State may, at any time, by written stop work order to the Contractor, require that the Contractor stop all, or any part, of the work called for by this Contract for a period of up to 90 days after the stop work order is delivered to the Contractor, and for any further period to which the parties may agree. The stop work order shall be specifically identified as such and shall indicate that it is issued under this section. Upon receipt of the stop work order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage. Within the period of the stop work order, the State shall either:
 - a) Cancel the stop work order; or
 - b) Cancel the work covered by the stop work order as provided in the cancellation section of this Contract.
2. If a stop work order issued under this section is canceled or the period of the stop work order or any extension thereof expires, the Contractor shall resume work. The State shall make an equitable adjustment in the delivery schedule, the Contract price, or both, and the Contract shall be modified, in writing, accordingly, if:
 - a) The stop work order results in an increase in the time required for, or in the Contractor's costs properly allocable to the performance of any part of this Contract; and
 - b) The Contractor asserts its right to an equitable adjustment within 30 days after the end of the period of work stoppage; provided, that if the State decides the facts justify the action, the State may receive and act upon a proposal submitted at any time before final payment under this Contract.
3. If the stop work order is not canceled and the work covered by the stop work order is canceled for reasons other than material breach, the State shall allow reasonable costs resulting from the stop work order in arriving at the cancellation settlement.
4. If a stop work order is not canceled and the work covered by the stop work order is canceled for material breach, the State shall not allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop work order.

An appropriate equitable adjustment may be made in any related Contract of the Contractor that provides for adjustment and is affected by any stop work order under this section. The State shall not be liable to the Contractor for loss of profits because of a stop work order issued under this section.

2.705 SUSPENSION OF WORK

The Contract Administrator may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this Contract for the period of time that the Contract Administrator determines appropriate for the convenience of the State.

If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed, or interrupted (1) by an act of the Contract Administrator in the administration of this Contract, or (2) by the Contract Administrator's failure to act within the time specified in this Contract (or within a reasonable time if not specified), an adjustment shall be made for any increase in the cost of performance of this Contract (excluding profit) necessarily caused by the unreasonable suspension, delay, or interruption, and the Contract



modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor, or for which an equitable adjustment is provided for or excluded under any other term or condition of this Contract.

A claim under this clause shall not be allowed:

1. For any costs incurred more than 20 days before the Contractor shall have notified the Contract Administrator in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and
- 2.) Unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the Contract.

2.8 Changes, Modifications, and Amendments

2.801 APPROVALS

The Contract may not be modified, amended, extended, or augmented except by a writing executed by the parties hereto, and any breach or default by a party shall not be waived or released other than in writing signed by the other party.

2.802 TIME EXTENTIONS

Time extensions for Contract changes will depend upon the extent, if any, by which the changes cause delay in the completion of the various elements of performance as described in the statement of work. The change order granting the time extension may provide that the Contract completion date will be extended only for those specific elements related to the changed work and that the remaining Contract completion dates for all other portions of the work will not be altered. The change order also may provide an equitable readjustment of liquidated damages under the new completion schedule.

2.803 MODIFICATION

Purchasing Operations reserves the right to modify this Contract at any time during the Contract term. Such modification may include changing the locations to be serviced, additional locations to be serviced, method or manner of performance of the work, number of days service is to be performed, addition or deletion of tasks to be performed, addition or deletion of items, and/or any other modifications deemed necessary. Any changes in pricing proposed by the Contractor resulting from the proposed changes are subject to acceptance by the State. Changes may be increases or decreases. **IN THE EVENT PRICES ARE NOT ACCEPTABLE TO THE STATE, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATION.**

The State reserves the right to add an item(s) that is not described on the item listing and is available from the Contract vendor. The item(s) may be included on the Contract, only if prior written approval has been granted by Purchasing Operations.

2.804 AUDIT AND RECORDS UPON MODIFICATION

DEFINITION: Records includes books, documents, accounting procedures and practices, and other data, regardless of whether such items are in written form, electronic form, or in any other form

Contractor shall be required to submit cost or pricing data with the pricing of any modification of this Contract to the Contract Administrator in Purchasing Operations. Data may include accounting records, payroll records, employee time sheets, and other information the state deems necessary to perform a fair evaluation of the modification proposal. Contract Administrator or authorized representative of the state shall have the right to examine and audit all of the Contractor's records, including computations and projections, related to:

1. The proposal for modification;



2. The discussions conducted on the proposal, including those related to negotiation;
3. Pricing of the modification; or
4. Performance of the modification.

Contractor shall make available at its office at all reasonable times the materials described in the paragraphs above.

If this Contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement.

2.805 CHANGES

- (a) The Contract Administrator may, at any time, without notice to the sureties, if any, by written order designated or indicated to be a change order, make changes in the work within the general scope of the Contract, including changes:
 - (1) In the specifications (including drawings and designs);
 - (2) In the method or manner of performance of the work;
 - (3) In the State-furnished facilities, equipment, materials, services, or site; or
 - (4) Directing acceleration in the performance of the work.
- (b) Any other written or oral order (which, as used in this paragraph (b), includes direction, instruction, interpretation, or determination) from the Contract Administrator that causes a change shall be treated as a change order under this clause; Provided, that the Contractor gives the Contract Administrator written notice stating:
 - (1) The date, circumstances, and source of the order; and
 - (2) That the Contractor regards the order as a change order.
- (c) Except as provided in this clause, no order, statement, or conduct of the Contract Administrator shall be treated as a change under this clause or entitle the Contractor to an equitable adjustment.

2.806 COMPLIANCE WITH CONTRACT ITEM LISTING

After establishment of the Contract, State of Michigan agencies will have the ability to order ONLY the items specifically included on the Contract item listings. The Contractor MUST NOT accept orders for items, which are not included on the Contract. It is the Contractor's responsibility to monitor orders in order to verify that only items included on the Contract are being ordered. Accepting orders for items not included on the Contract may result in cancellation.

If an agency has a need for an item that is not specifically listed on the Contract item listing, that agency MUST be referred to the buyer in Purchasing Operations. Purchasing Operations will research the need and feasibility of the item requested, and the item will be officially added to the Contract prior to state agencies having the ability to order them.

2.900 LIABILITY INSURANCE

A. Insurance

The Contractor is required to provide proof of the minimum levels of insurance coverage as indicated below. The purpose of this coverage shall be to protect the State from claims which may arise out of or result from the Contractor's performance of services under the terms of this Contract, whether such services are performed by the Contractor, or by any subContractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.



The Contractor waives all rights against the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents for recovery of damages to the extent these damages are covered by the insurance policies the Contractor is required to maintain pursuant to this Contract.

All insurance coverage provided relative to this Contract/Purchase Order is PRIMARY and NON-CONTRIBUTING to any comparable liability insurance (including self-insurances) carried by the State.

The insurance shall be written for not less than any minimum coverage specified in this Contract or required by law, whichever is greater.

The insurers selected by Contractor shall have an A.M. Best rating of A or better, or as otherwise approved in writing by the State, or if such ratings are no longer available, with a comparable rating from a recognized insurance rating agency. Companies that have been approved to do business in the State shall issue all policies of insurance required in this Contract.

See www.michigan.gov/dleg

Where specific limits are shown, they are the minimum acceptable limits. If Contractor's policy contains higher limits, the State shall be entitled to coverage to the extent of such higher limits.

Before both parties sign the Contract or before the purchase order is issued by the State, the Contractor must furnish to the Director of Purchasing Operations, certificate(s) of insurance verifying insurance coverage ("Certificates"). The Certificate must be on the standard "accord" form or equivalent. **THE CONTRACT OR PURCHASE ORDER NO. MUST BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING.** All Certificate(s) are to be prepared and submitted by the Insurance Provider. All Certificate(s) shall contain a provision indicating that coverage afforded under the policies WILL NOT BE CANCELLED, MATERIALLY CHANGED, OR NOT RENEWED without THIRTY (30) days prior written notice, except for ten (10) days for non-payment of premium, having been given to the Director of Purchasing Operations, Department of Management and Budget. The notice must include the Contract or Purchase Order number affected and be mailed to: Director, Purchasing Operations, Department of Management and Budget, P.O. Box 30026, Lansing, Michigan 48909. Failure to provide evidence of coverage, may, at the State's sole option, result in this Contract's termination.

The Contractor is required to pay for and provide the type and amount of insurance checked **below**:

1. Commercial General Liability with the following minimum coverage:

\$2,000,000	General Aggregate Limit other than Products/Completed Operations
\$2,000,000	Products/Completed Operations Aggregate Limit
\$1,000,000	Personal & Advertising Injury Limit
\$1,000,000	Each Occurrence Limit
\$500,000	Fire Damage Limit (any one fire)

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the Commercial General Liability certificate. The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.

2. If a motor vehicle is used to provide services or products under this Contract, the Contractor must have vehicle liability insurance on any auto including owned, hired and non-owned vehicles used in Contractor's business for bodily injury and property damage as required by law.

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the vehicle liability certificate. The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.



3. Workers' compensation coverage must be provided in accordance with applicable laws governing the employees and employers work activities in the state of the Contractor's domicile. If a self-insurer provides the applicable coverage, proof must be provided of approved self-insured authority by the jurisdiction of domicile. For employees working outside of the state of qualification, Contractor must provide appropriate certificates of insurance proving mandated coverage levels for the jurisdictions where the employees' activities occur.

Any certificates of insurance received must also provide a list of states where the coverage is applicable.

The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company. This provision shall not be applicable where prohibited or limited by the laws of the jurisdiction in which the work is to be performed.

4. Employers liability insurance with the following minimum limits:

\$100,000	each accident
\$100,000	each employee by disease
\$500,000	aggregate disease

5. Employee Fidelity, including Computer Crimes, insurance naming the State as a loss payee, providing coverage for direct loss to the State and any legal liability of the State arising out of or related to fraudulent or dishonest acts committed by the employees of Contractor or its SubContractors, acting alone or in collusion with others, in a minimum amount of two hundred fifty thousand dollars (\$250,000.00) with a maximum deductible of fifty thousand dollars (\$50,000.00).
6. Umbrella or Excess Liability Insurance in a minimum amount of two million dollars (\$2,000,000.00), which shall apply, at a minimum, to the insurance required in Subsection 1 (Commercial General Liability) above.
7. Professional Liability (Errors and Omissions) Insurance with the following minimum coverage: two million dollars (\$2,000,000.00) each occurrence and two million dollars (\$2,000,000.00) annual aggregate.
8. Fire and Personal Property Insurance covering against any loss or damage to the office space used by Contractor for any reason under this Contract, and the equipment, software and other contents of such office space, including without limitation, those contents used by Contractor to provide the Services to the State, up to the replacement value thereof, where such office space and its contents are under the care, custody and control of Contractor. Such policy shall cover all risks of direct physical loss or damage, including without limitation, flood and earthquake coverage and coverage for computer hardware and software. The State shall be endorsed on the policy as a loss payee as its interests appear.

B. SubContractors

Except where the State has approved in writing a Contractor subContract with other insurance provisions, Contractor shall require all of its SubContractors under this Contract to purchase and maintain the insurance coverage as described in this Section for the Contractor in connection with the performance of work by those SubContractors. Alternatively, Contractor may include any SubContractors under Contractor's insurance on the coverage required in this Section. SubContractor(s) shall fully comply with the insurance coverage required in this Section. Failure of SubContractor(s) to comply with insurance requirements does not limit Contractor's liability or responsibility.



C. Certificates of Insurance and Other Requirements

Contractor shall furnish to the Office of Purchasing Operations certificate(s) of insurance verifying insurance coverage or providing satisfactory evidence of self-insurance as required in this Section (the "Certificates"). Before the Contract is signed, and not less than 20 days before the insurance expiration date every year thereafter, the Contractor shall provide evidence that the State and its agents, officers and employees are listed as additional insureds, but only to the extent of liabilities assumed by Contractor as set forth in Indemnification Section of this Contract, under each commercial general liability and commercial automobile liability policy. In the event the State approves the representation of the State by the insurer's attorney, the attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.

Contractor shall maintain all required insurance coverage throughout the term of the Contract and any extensions thereto and, in the case of claims-made Commercial General Liability policies, shall secure tail coverage for at least three (3) years following the expiration or termination for any reason of this Contract. The minimum limits of coverage specified above are not intended, and shall not be construed, to limit any liability or indemnity of Contractor under this Contract to any indemnified party or other persons. Contractor shall be responsible for all deductibles with regard to such insurance. If Contractor fails to pay any premium for required insurance as specified in this Contract, or if any insurer cancels or significantly reduces any required insurance as specified in this Contract without the State's written consent, at the State's election (but without any obligation to do so) after the State has given Contractor at least thirty (30) days written notice, the State may pay such premium or procure similar insurance coverage from another company or companies; and at the State's election, the State may deduct the entire cost (or part thereof) from any payment due Contractor, or Contractor shall pay the entire cost (or any part thereof) upon demand by the State.

2.901 EXTENDED PURCHASING TO LOCAL UNITS OF GOVERNMENT/INSTITUTIONS OF HIGHER LEARNING

Act Number 431 of the Public Acts of 1984 permits the State of Michigan, Department of Management and Budget, to provide purchasing services to any city, village, county, township, school district, intermediate school district, nonprofit hospital, institution of higher learning, or community or junior colleges. As a result of the enactment of this legislation, the Extended Purchasing Program has been developed. This program extends the use of State Contracts to program members. The governmental agency must enter into an agreement with the State of Michigan to become authorized to participate, thus ensuring that local units of government secure a greater return for the expenditure of public funds. It is the policy of Purchasing Operations, Department of Management and Budget, that the final approval to utilize any such Contract in this manner must come from the Contract vendor.

The contractor will supply merchandise at the established State of Michigan contract prices and terms to MiDEAL members. The contractor must submit invoices and pay the authorized MIDEAL member on a direct and individual basis according to contract terms.

IT IS MANDATORY THAT THIS CONTRACT IS MADE AVAILABLE TO ALL STATE OF MICHIGAN AGENCIES AND AUTHORIZED MIDEAL PURCHASING PROGRAM MEMBERS.

Please Visit Mi DEAL at www.michigan.gov/buymichiganfirst under MiDeal.

This contract was competitively bid in 2006. The bid solicitation was publicly advertised on the State of Michigan, DMB, Purchasing website. Two bidders participated, DBI and Smart Office Systems. Dual Award contracts are established for DBI and SOS.

2.902 LABOR RELATIONS

Pursuant to 1980 Public Act 278, as amended, MCL 423.231, et seq., the State shall not award a Contract or subcontract to an employer whose name appears in the current register of employers failing to correct an **unfair labor practice** compiled pursuant to Section 2 of the Act. A Contractor of the State, in relation to the



Contract, shall not enter into a Contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to Section 4 of 1980 Public Act 278, MCL 423.324, the State may void any Contract if, subsequent to award of the Contract, the name of the Contractor as an employer, or the name of the subcontractor, manufacturer or supplier of the Contractor appears in the register.

The Contractor represents and warrants that the company does not appear in the current register of employers failing to correct an unfair labor practice.

2.903 WORKPLACE DISCRIMINATION

The Contractor represents and warrants that in performing services for the State pursuant to this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability. The Contractor further agrees that every subcontract entered into for the performance of any Contract or purchase order resulting here from will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, et seq., and the Persons With Disabilities Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, et seq., and any breach thereof may be regarded as a material breach of the Contract or purchase order.

Vendor hereby represents that in performing this Contract it will not violate The Civil Rights Act of 1964, USCS Chapter 42, including, but not limited to, Title VII, 42 USCS §§ 2000e et seq.; the Americans with Disabilities Act (ADA), 42 USCS §§ 12101 et seq.; or The Age Discrimination in Employment Act of 1967 (ADEA), 29 USCS §§ 621, 623 et seq.; the Old Workers Benefit and Protection Act of 1990 (OWBPA), 29 USCS §§ 626 et seq.; the Family Medical Leave Act of 1993 (FMLA), 29 USC §§ 651 et seq.; or the Fair Labor Standards Act (FLSA), 29 USC §§ 201 et seq.



APPENDIX A REFURBISHED OPEN SPACE OFFICE FURNITURE PRODUCT SPECIFICATIONS

GENERAL REQUIREMENTS

All materials used in the manufacturing of **Refurbished Open Space Office Furniture** system to be considered for use by the State of Michigan shall be those which are best suited to produce a quality product. All products shall be free from defects, which affect the appearance, operation, and serviceability of the products. All products to be proposed shall be equal to those supplied to the general trade, and shall also be the same as those listed in the manufacturers' most current catalog, specifications, and other literature. All components shall be from the Original Equipment Manufacturer (OEM).

All products shall be designed and manufactured to withstand daily usage over an extended period of time with minimum maintenance and repair. All panels shall be sturdy and shall stand straight. All panels shall be level and shall have a consistent panel-to-panel connection, in order to assure safety and provide a stable workstation. All modular components shall lock onto panels for safety. All products shall be free from rough and sharp edges, and all corners shall be protected.

SPECIFIC REQUIREMENTS

Listed below are the specific requirements and individual features that shall be incorporated into each **Refurbished Open Space Office Furniture** system proposed to the State of Michigan. All components must attach to both raceway and non-raceway panels.

- A. **PANELS** -- Panels shall be available in both fabric covered and hard surface. The frame shall be constructed in a way to provide maximum structural integrity. Panels shall be constructed solid with maximum rigidity, free from any potential for warping, twisting, sagging, etc. Panels shall have the capability of being arranged in a variety of configurations and shall have the ability to be altered and adjusted on-site to adapt to a changing work environment.

Types and Sizes -- Panels shall be available in acoustical, fabric covered, hard surface, and electrified versions. Panels shall be available in a variety of sizes (widths and heights).

Tackable panels and a regular panel/tack board combination are acceptable.

Fabric -- Each side of a panel shall be fabric covered and shall have a single piece of fabric covering the entire side of the panel. Stackable panels are also acceptable. The fabric shall be attached securely along the entire perimeter of the panel. Panel fabric shall be removable and replaceable in the field. The fabric used shall be a Grade A nylon, polyester, or nylon/polyester blend.

Panel Connection -- Panel connections shall be made quickly and easily without the use of special or complicated tools. Panel connections shall be rigid in order to prevent the panels from being accidentally dislodged or jarred out of their proper position. Panels shall allow for the connection of two, three, or four panels extending from a single pivot point, at various angles. Panels shall be non-progressive, in that a particular panel can be removed without having to dismantle any adjacent panels.



Refurbished Open Space Office Furniture Specifications
Page 2

Attachability of Components -- Panels shall allow for the hanging of work surfaces, and storage components at various incremental heights. Panels shall structurally support these types of components, utilizing a locking system that assures the components cannot be accidentally dislodged.

Acoustics -- Panels shall be acoustic.

Durability -- Contractor's basic line shall include reinforced-core panels that can withstand daily wear and tear including objects leaning against panel surface.

Levels -- Panels shall come equipped with adjustable leveling glides to compensate for uneven floors.

Raceways -- All powered panels shall have a base raceway capable of accepting power cables, communications lines, and terminal cables. All base raceways shall come equipped with a minimum of one or two knockout plates (depending on the size of the panel), in order to accept duplex power receptacles. Knockout plates shall be securely mounted to the base raceway when in-use and when not in-use.

Electrical -- Electrical cables shall be available in eight wire configuration. All connectors shall be color-coded and shall attach to each other and to duplex receptacles with a locking device to prevent the connections from being accidentally disconnected. Duplex receptacles shall be available to attach to the base raceway, and shall have the ability to be installed in the field.

Ceiling to Floor Options -- The State is interested in the availability of panels or accessories that allow for Ceiling to Floor configurations.

- B. WORKSURFACES** -- All work surfaces shall be height adjustable or removable without structurally affecting adjacent work surfaces. All supporting hardware and cantilevers required shall be supplied with each work surface. All cantilevers shall have a locking mechanism to prevent accidental dislodging. The underside of work surfaces shall have the ability to accept various types of components. Adjustable height work surfaces (without disconnecting from panel) shall also be available.

Types and Sizes -- Work surfaces shall be available in a variety of shapes including rectangular, corner, and counter tops. Factory installed grommets shall be available. Work surfaces shall be available in a variety of sizes (lengths and widths).

Laminate -- Work surfaces shall have a finished, high pressure, plastic laminate top permanently bonded to a particleboard core. Edges shall be available in a variety of finishes. The bottom surface shall also be finished with laminate. Laminates shall be available in a variety of colors and patterns including wood grain.

- C. LOCKS AND KEYING** -- All pedestal drawers, overhead flipper door cabinets, and lateral files shall be available with locks. Removable lock cores shall be provided when locks are ordered on a particular component. The lock core and key MUST be included with the actual item ordered when installation is not included on the order. Bulk packaging of lock cores and keys is only acceptable if specifically requested or when the order includes installation. All locks within a particular workstation shall have the ability of being keyed alike.



Refurbished Open Space Office Furniture Specifications
Page 3

- D. DRAWER PEDESTALS** -- All drawer units shall be a full steel construction and shall be interchangeable, having the capability of being located anywhere under any work surface of 20" depth or more. Pedestals shall have various drawer sizes available. All drawers shall be mounted on glides meeting all industry standard requirements referenced in Section III of this specification. Pedestals shall be available in surface mounted, freestanding, and mobile.
- E. OVERHEAD SHELVES AND CABINETS** -- Overhead shelves and cabinets shall be modular and utilize two end panels. Shelves and cabinets shall attach to panels in increment slots and shall utilize a locking system that assures the components cannot be accidentally dislodged. All shelves and cabinets shall be capable of accepting task lights, organizers, etc. It is acceptable for shelves and flipper door storage cabinets to be two separate and independent items. It is also acceptable for shelves to have the ability of being converted into a flipper door storage cabinet in the field by purchasing the door and top. Flipper doors shall be available in both fabric covered and hard surface options. Flipper doors shall run smoothly on full extension glides, and shall operate friction-free without binding or racking when accessing from one corner. Shelves and cabinets shall be available in a variety of sizes (widths and heights). The State is also interested in the availability of an ADA approved unit as well.
- F. TASK LIGHTS** -- Task lights shall be available to attach to the underside of shelves cabinets and counter tops. These lights shall attach to shelves and cabinets utilizing a solid, structurally sound device that will prevent the light from being accidentally dislodged. However, the mounting devices should allow for easy relocation. All lights shall provide glare-free lighting and shall have a heavy duty, factory installed electrical cord with a grounded plug. All task lights shall come standard with a low-mercury content bulb, lens, and a cord (minimum 6 feet). Task lights shall be available in a variety of sizes (widths).
- G. KEYBOARD TRAYS** -- An easily adjustable keyboard tray shall also be available as a standard product offering. Keyboard trays shall mount under work surfaces and shall come with a template in order to make attachment easier. Keyboard trays shall be fully adjustable and articulating (tilt adjustment, height adjustment, swivel, position locks, etc.), and shall be available with a wrist rest. An attachable mouse tray or separate mouse tray shall also be available. The slide shall allow for 360 degree rotation of tray and smooth storage of the tray and arm under the work surface. Split corner worksurfaces can be used in place of a keyboard tray.



Refurbished Open Space Office Furniture Specifications
Page 4

- H. **DOORS** -- Panel mounted doors shall also be available as a standard product offering. A lever handle shall come standard with all doors. Doors shall be available with locks. The minimum width of the door must meet all aspects of the ADA as it relates to minimum door width requirements.
- I. **PAPER MANAGEMENT** -- Various paper management products shall be available to allow for horizontal, vertical, and diagonal storage. These products shall have the ability to be attached to panels, storage components, work surfaces, or be free-standing.
- J. **TACKBOARDS/MARKERBOARDS** -- Tack boards and marker boards shall be available in a variety of sizes (coinciding with various panel sizes available) and shall attach to panels in incremental slots.
- K. **COAT HOOKS** -- Coat hooks shall also be available.
- L. **PAINT** -- All painted products shall have a baked enamel, powder coat, or equivalent meeting all industry standard requirements referenced in Section III of this specification.
- M. **ERGONOMICS** - As the State of Michigan moves towards an ergonomic environment, the state shall have access to a manufacturer's various ergonomic items. This includes some of the products that are mentioned in other areas of this specification, such as keyboard trays, standard corner and split-corner work surfaces, adjustable height work surfaces (without having to disconnect the work surface from the panel), wrist rests, etc., as well as any other developments that become available throughout the Contract period.
- N. **PRODUCT IDENTIFICATION**
All components shall be properly labeled with the re-furbishers company name in addition to the original manufacturer name.

INDUSTRY STANDARD REQUIREMENTS

Products offered MUST meet all specifications and current and applicable industry standards including the following:

- American National Standards Institute and Business Institutional Furniture Manufacturer's Association (ANSI/BIFMA)
- American Society For Testing and Materials (ASTM)
- Electrostatic Discharge Association (ESD)
- National Fire Protection Association (NFPA)
- Underwriter Laboratories Inc. (UL)

If portions of the referenced standards conflict with the State of Michigan specifications, the State of Michigan specifications prevail and take precedence. All contractors shall submit documented proof (certified in-house or independent laboratories) verifying that the products offered meet all industry standards referenced in these specifications. The State of Michigan may also require that the contractor have the proposed products tested against these standards by an independent laboratory anytime during the Contract period.



Refurbished Open Space Office Furniture Specifications
Page 5

- A. **Flammability** -- Fabric covered panels shall have a maximum flame spread rating of 25 and a maximum smoke development rating of 450, and shall have a Class A fire rating when tested to **ASTM E 84** with a revision date of 1989 or newer.
- B. **Acoustics** -- Acoustical panels shall be in accordance with **ASTM C 423-02** with a minimum NRC value of 0.50 and ANSI/BIFMA X5.6.”
- C. **Components** -- Components shall meet all aspects of the **ANSI/BIFMA X5.6**.
- D. **Panels** -- Panels shall meet all aspects of the **ANSI/BIFMA X5.6-1993** standard.
- E. **Electrical** -- Electrical components, raceways, duplex receptacles, task lights, etc. shall be **UL listed** and labeled, in accordance with **UL 1286-99**.
- F. **Metal/Paint** -- Metal (including hard surface panels) shall be tested in accordance with current **ASTM, Class 1**.



REFURBISHED OPEN SPACE OFFICE FURNITURE DESIGN SERVICES SPECIFICATIONS

GENERAL REQUIREMENTS

Refurbished Open Space Office Furniture DESIGN SERVICES shall be performed consistent with all construction, fire, MIOSHA, and related codes, including the Americans with Disabilities Act and the Michigan Barrier Free Design Code. DESIGN SERVICES shall also be performed with ergonomic concerns being considered. Organizations that will perform DESIGN SERVICES (hereinafter referred to as Design Firms) must be authorized by the manufacturer to design the particular Refurbished Open Space Office Furniture. Designs generally will consist of specifying the Refurbished Open Space Office Furniture required for the project to be ordered from the Contract. The Design Firm may also be required to identify in generic terms other free-standing furniture required for a project, such as file cabinets, tables, chairs, and floor to ceiling partitions, etc. All design must be completed utilizing an Auto CAD computer aided planning system. The state is willing to accept the standard system the designer is using but must provide training to state personnel at no additional charge. It is mandatory that Design Firms provide CAD drawings in print and disk.

The Design Firm shall adhere to all State of Michigan policies and work rules when working at a state location. This includes facility regulations, such as elevator capacity, dock regulations, floor load capacity, etc. Parking and delivery expenses will be the responsibility of the design firm. Delivery lane closures and signage, if required, will be the responsibility of the design firm.

The Design Firm is expected to complete the design phase of a project in a time frame consistent with industry standards. It is expected that the Design Firm will assign the appropriate skill type and number of designers required for a particular project, to ensure timely delivery of all aspects of DESIGN SERVICES.

The State reserves the right to utilize in house design services performed by State employees.

SPECIFIC REQUIREMENTS

Listed below are the specific requirements for DESIGN SERVICES of Refurbished Open Space Office Furniture.

- A. **DESIGNER QUALIFICATIONS** -- All Design Firms must be authorized by the manufacturer to design the particular Refurbished Open Space Office Furniture and must be National Council for Interior Design Qualification (NCIDQ) certified or possess a minimum of five (5) years experience in interior office design.

Individual designers at the authorized Design Firms must have sufficient knowledge and skills to assure quality work. A project's lead designer must have a minimum of five (5) years experience in the design of Refurbished Open Space Office Furniture. All individuals performing design services shall be extremely organized in completing each step required in this specification for a particular project. Additionally, all individuals must have substantial knowledge of the product to be used, ability to communicate properly with others both verbally and in writing, ability to maintain records and prepare reports relative to the work, ability to understand and carry out detailed technical instructions, and knowledge of the Auto CAD planning system to efficiently design the space.

**Design Services Specifications****Page 2**

- B. BUILDING MEASUREMENTS** -- The ordering agency is responsible for providing an accurate drawing of the area to be designed. The Design Firm is required to field verify all measurements within the area to be designed relative to the Refurbished Open Space Office Furniture.
- C. PROJECT MANAGEMENT** -- Each project will be assigned a project manager by the using agency. The agency project manager shall approve each step of the design process prior to progression of the project to the installation phase.
- D. PRE-DESIGN REVIEW MEETING** -- The agency project manager will schedule a **pre-design review meeting** with the Design Firm to discuss general agency design requirements. The Design Firm is to identify a design coordinator for the project. This person will be the contact person for the agency project manager. The agency project manager will provide the design coordinator with an inventory of any special equipment specifications and equipment to be moved, and will also discuss space utilization and the number and general types of workstations to be designed. Also discussed will be any other information to be considered in the design process, such as special considerations for public contact, locations of any special groups or large areas, security areas, handicap employee offices, the particular agencies space standards, and also a list of the various products covered under the Refurbished Open Space Office Furniture Contract and the products covered under any other state Contracts (such as file cabinets, tables, chairs, floor to ceiling partitions, etc.). The Design Firm is responsible for working with the agency project manager to identify specific requirements such as elevator capacity, loading dock regulations, etc., for the facility in which the work is being performed.

For projects that will include the re-utilization of some existing furniture, the Design Firm is required to do an inventory of all existing furniture as part of this step.

- E. SCHEMATIC DESIGN BLOCK PLAN** -- The Design Firm will then prepare a **schematic design block plan** showing the general functional relationships between the use of space and the design solutions. This plan, using functional adjacencies, is to show the location and sizes of the workstations, ceiling high offices, conference rooms, and file areas. This plan shall indicate the names/designations assigned to each individual workstation as requested. This plan shall be to 1/8" or 1/4" scale and is due after the **pre-design review meeting**. The agency project manager shall approve, in writing, the plan prior to proceeding.
- F. PRELIMINARY DESIGN PLAN** -- The Design Firm will then prepare a **preliminary design plan** showing in detail the position of all Refurbished Open Space Office Furniture required from the Contract, as well as specifying in generic terms other Refurbished free-standing furniture required such as file cabinets, tables, chairs, and floor to ceiling partitions, which will be purchased from other State of Michigan Contracts. This plan shall be to 1/8" or 1/4" scale and is after approval of the **schematic design block plan**.

After development of the **preliminary design plan**, the agency project manager is allowed to make one to four (1 to 4) sets of changes, based on program changes, etc., prior to finalization of the **preliminary design plan**. The agency project manager shall approve, in writing, the final plan prior to proceeding.



Design Services Specifications
Page 3

- G. **INSTALLATION DESIGN PLAN** -- The Design Firm will then prepare an **installation design plan**, showing in detail all Refurbished Open Space Office Furniture required for the project, wall heights, colors, types of panels (solid, glass, acoustical), electrical outlets, telephone outlets, word processing/computer outlets, as well as, in generic terms, other Refurbished free-standing furniture required such as file cabinets, tables, chairs, and floor to ceiling partitions, which will be purchased from other State of Michigan Contracts.

The **installation design plan** shall be to 1/4" scale and is due after the approval of the **preliminary design plan**. No changes in the approved **installation design plan** will be allowed prior to occupancy except for safety code regulations authorized by the agency project manager.

- H. **ITEMIZED PARTS LIST (bill of materials)** -- The Design Firm will then provide the agency project manager with an **itemized parts list (bill of materials)** specifying in detail all Refurbished Open Space Office Furniture required for the project that will be ordered from the Contract, including product numbers, quantities, colors, etc. A separate list shall also be provided to the agency project manager specifying in generic terms other Refurbished free-standing furniture required for the project (including sizes and quantities), such as file cabinets, tables, chairs, and floor to ceiling partitions, which will be purchased from other State of Michigan Contracts.

For projects that will include the re-utilization of some existing furniture and an inventory of the existing furniture has been done, the Design Firm shall provide the agency project manager with a list of all existing furniture to be re-utilized in the project. This list shall be in addition to the **itemized parts list (bill of materials)** of Refurbished furniture required for the project and the generic list of Refurbished free-standing furniture required for the project and covered under other Contracts, both described above.

- I. **PROJECT COST** -- When a particular project will consist of all Refurbished furniture to be ordered from the Contract (no re-utilization of existing furniture), the charge for DESIGN SERVICES shall be established by taking the appropriate percentage (%) multiplied by the total net value of the **itemized parts list (bill of materials)**, which specifies ALL Open Space Office Furniture required for the project. The appropriate percentage (%) to be charged for DESIGN SERVICES shall be taken from the Contracts DESIGN SERVICES INFORMATION SHEET, based on the order level, delivery option and region. Therefore, the charge for DESIGN SERVICES for this type of project will not be established until after the **itemized parts list (bill of materials)** is generated.

When a particular project will consist of a combination of some Refurbished furniture to be ordered from the Contract and the re-utilization of some existing furniture, or when only the re-design of existing workstations is needed and no Refurbished furniture will be ordered, the charge for DESIGN SERVICES shall be established by taking the dollar amount per hour from the Contract's DESIGN SERVICES INFORMATION SHEET multiplied by the total hours required to design the project. The Design Firm shall provide a detailed estimate of the hours that will be required for each step of the project within five (5) calendar days after the **pre-design review meeting**. Therefore, the estimated charge for DESIGN SERVICES for this type of project will be established within five (5) calendar days after the **pre-design review meeting**. Any changes from the number of hours originally quoted must be approved by the agency project manager.



Design Services Specifications
Page 4

Please note that the dollar amount per hour on the Contract's DESIGN SERVICES INFORMATION SHEET will also apply to projects requiring ALL Refurbished Open Space Office Furniture to be ordered from the Contract when the initial DESIGN SERVICES required for the project have been completed in compliance with these specifications. This figure will kick-in when the agency requires additional DESIGN SERVICES (due to further changes, a requirement to meet with each individual in the office, etc.), above and beyond what is required by these specifications. This includes any "tune-up" design required after installation is completed, due to minor revisions requested by the agency. All "tune-up" design plans shall be to 1/4" scale and are due within five (5) calendar days after notification.

When other free-standing furniture (tables, chairs, files, etc.) is part of the project, and that furniture is already in the agency's possession, the agency will be required to provide the designer with all necessary information, such as the total quantity of units, the size of each unit, etc. The designer will be required to incorporate the space needed for those items into all plans, at no additional cost. However, if the items are not already in the agency's possession, and the designer will be required to identify the quantity of each item to be purchased, the various sizes, etc., and then must incorporate the space needed for those items into all plans, the dollar amount per hour quoted for design may be charged for this service. The designer shall provide a list of these items required to the agency and the agency will be responsible for issuing the purchase order. The designer will also be responsible for coordinating the delivery of the tables, chairs, files, etc. ordered from other Contracts as a part of this service. Please note that for projects requiring the designer to identify, list, and coordinate the delivery of chairs, tables, files, etc. ordered from other Contracts, the number of hours required to perform this service should be listed as a separate line item, above and beyond the percentage or number of hours charged for the design of the Refurbished Open Space Office Furniture ordered.

There are no additional charges allowed for driving time, mileage, and other expenses if the project is located within the region in which the nearest Design Firm is located. A Design Firm's region is defined as a **50-mile radius** surrounding their location. All costs associated with these functions shall be factored into the percentages (%) and dollar amounts quoted on the attached DESIGN SERVICES INFORMATION SHEET. When the dollar amount per hour is utilized for a project and the project is located outside the region in which the **nearest** Design Firm is located, the total travel time must be specified as a separate line item and included in the total number of hours quoted for a particular project. The total travel time is then multiplied by the dollar amount per hour.

- J. AVAILABILITY DURING INSTALLATION** -- The design coordinator shall be available to answer questions and provide consultation, including installation inspections, if required in order to verify that the installation of the Refurbished Open Space Office Furniture is being installed in accordance with the approved design.
- K. DESIGN SERVICES APPROVAL** -- Each step of the project must be approved, in writing, by the agency project manager prior to proceeding to the next step. All plans are to be submitted in accordance with the established time frames. All plans shall be submitted in compliance with State of Michigan space standards using accepted drafting standards. The State of Michigan reserves the right to require all plans to be submitted in multiples of three. The State of Michigan also reserves the right to require all plans for a particular project to be submitted in an electronic format including CD format and e-mail. When requested, all plans and diskettes shall be submitted in a format that is compatible with the Auto CAD computer aided planning system



Design Services Specifications

Page 5

in an acceptable electronic format including CD format and e-mail, which shall become the property of the State of Michigan.

- L. **PUNCH LIST** -- After completion of the installation for the project, a **punch list** shall be generated consisting of all items needed to complete the project. **Punch list** items include damaged items that need to be replaced, items that were ordered incorrectly and need to be replaced, items that were inadvertently not ordered, missing items, etc. These items shall be provided at no additional cost. The design coordinator or installer can perform this step.
- M. **SMALL PROJECTS** -- The actual time required to complete the design will be multiplied by the dollar amount per hour to determine the cost for designing the project, including transportation time. **The Contractor is required to perform all requests for DESIGN SERVICES, regardless of the project size. For small projects, the maximum response time shall be 10 (ten) workdays.**
- N. **COMMUNICATION WITH AGENCY** -- The following is an outline of the various tasks that will be required throughout a project. Please note that an effort should always be made to perform these tasks in a face-to-face setting. However, when a sizeable distance exists between the Design Firm and the agency project manager, it is acceptable to accomplish some of these tasks through the use of standard mailings, overnight mailings, faxing, etc., as long as it is acceptable to the agency project manager and is still performed within the time frames indicated thought out this specification.

Standard Tasks

Agency Programming
Pre-Design Review Meeting
Schematic Design Block Plan
Preliminary Design Plan
Installation Design Plan
Itemized Parts Lists (2 or 3)
Project Cost
Punch List
"Tune-Up" Design

- O. **"BENCHMARK"** -- A "benchmark" will be established based on the contractor's proposal, as described in the DESIGN SERVICES statement in the attached Terms and Conditions, to be used for determining the amount of time required to design a particular project. An approximate time required per workstation for DESIGN SERVICES will therefore be established and included in the Contract. Deviations from the "benchmark" must be documented and approved by the agency. Purchasing Operations reserves the right to audit the number of hours quoted for a particular project, and compare it with the "benchmark" included in the Contract. If it is determined that the number of hours quoted for a project is excessive and not in line with the "benchmark", Purchasing Operations reserves the right to calculate the number of hours for a project utilizing the "benchmark", and require that the charge for DESIGN SERVICES be based on the number of hours generated by Purchasing Operations.



REFURBISHED OPEN SPACE OFFICE FURNITURE INSTALLATION SPECIFICATIONS

GENERAL REQUIREMENTS

Refurbished Open Space Office Furniture INSTALLATION shall be performed consistent with all construction, fire, MIOSHA, and related codes, including the Americans with Disabilities Act and the Michigan Barrier Free Design Code. Organizations that will perform INSTALLATION (hereinafter referred to as Installation Firms) must be authorized by the manufacturer to install the particular Refurbished Open Space Office Furniture. INSTALLATION for this Contract will consist of either installing all Refurbished Open Space Office Furniture purchased from the Contract when all Refurbished furniture is required for the project, or installing Refurbished Open Space Office Furniture purchased from the Contract for the project along with some existing furniture. INSTALLATION must be completed in accordance with the **installation design plan** provided.

The Installation Firm shall adhere to all State of Michigan policies and work rules when working at a state location. This includes facility regulations, such as elevator capacity, dock regulations, floor load capacity, etc. Travel, lodging, meals, delivery and parking expenses will be the responsibility of the Installation Firm, at no additional cost to the state. It is mandatory that Design Firms provide CAD drawings in print and disk.

The Installation Firm shall pay employees prevailing wage on projects associated with this Contract. Please refer to "Prevailing Wage" clause within this document. Premium hours shall be paid only if requested and approved by the State.

The installation shall be completed as agreed upon with the project manager. It is expected that the Installation Firm will assign the appropriate skill type and number of installers required for a particular project, to ensure timely delivery of all aspects of INSTALLATION.

The Installation Firm is responsible for all equipment and tools necessary to complete the job. The Installation Firm is responsible for any damage to state owned or leased property.

When in occupied facilities, the INSTALLATION is to be completed with a minimum of disruption to the work place. Safety of those in and around the work site is to be continuously assured via appropriate work methods. The site is to be kept as clean as possible during the INSTALLATION period and cleaned of all material at the end.

The State reserves the right to utilize in house installation services performed by State employees.

SPECIFIC REQUIREMENTS

Listed below are the specific requirements for the INSTALLATION of Refurbished Open Space Office Furniture.

- A. **INSTALLER QUALIFICATIONS** -- All Installation Firms must be authorized by the manufacturer to install the particular Refurbished Open Space Office Furniture and must possess a minimum of five (5) years of experience in interior office INSTALLATION. Installation Firms must also be knowledgeable of all applicable fire codes, N.F.P.A. Life Safety Code, Barrier Free Design Code, the design requirements of the Americans with Disabilities Act, and the application of each as an integral part of design.

**Installation Specifications****Page 2**

Individual installers at the authorized Installation Firms must have sufficient knowledge and skills to assure quality work. Installers must have a minimum of one (1) year experience in the installation of Refurbished Open Space Office Furniture. "Apprentice" type employees may be assigned to a project at a ratio not to exceed one per five. Unskilled employees may be utilized for materials handling.

All individual installers must have the ability to follow drawings, plans, blueprints, specifications, and instructions, move existing furniture, equipment, and other materials, construct furniture according to drawings, and communicate properly with others. Installers must also be extremely organized in completing each step required in this specification for a particular project.

- B. BUILDING MEASUREMENTS** -- The ordering agency is responsible for providing drawings of the area to be designed. The Design Firm may be required to field verify all measurements within the area to be designed relative to the Refurbished Open Space Office Furniture.
- C. PROJECT MANAGEMENT** -- Each project will be assigned a project manager by the using agency. The agency project manager shall approve each step of the installation process and will work with the installation coordinator during each phase of the project. The agency project manager will assist the installation coordinator in the decision making process when problems with the installation design plan or scheduling occur. All changes in the installation design plan must be authorized by the agency project manager. A final inspection to ensure compliance with the installation design plan will be performed by the agency project manager prior to authorizing final payment of the project. For projects where DESIGN SERVICES is also being performed, the installation coordinator must work with the design coordinator and the agency project manager to ensure the entire project is performed smoothly.
- D. PRE-CONSTRUCTION REVIEW MEETING** -- The agency project manager will schedule a pre-construction review meeting with the Installation Firm to discuss the requirements of the project. Also discussed at the pre-construction review meeting will be project details, phasing, scheduling, facility manager interface, and materials handling. The Installation Firm is also responsible for working with the agency project manager to identify specific requirements such as elevator capacity, loading dock regulations, etc., for the facility in which the work is being performed. The Installation Firm is to identify an installation coordinator for the project. This person will be the contact person for the agency project manager. After the pre-construction review meeting, the Installation Firm should then begin to assemble an appropriate staff for the project.
- E. TIMEFRAMES** -- The Installation Firm shall coordinate delivery and installation timeframes with the project manager. The Installation Firm shall also identify a foreman/crew leader to be present on site during the entire INSTALLATION process. The foreman/crew leader is responsible for working with the agency project manager, design coordinator, and installation coordinator to resolve issues that come up throughout the INSTALLATION process. The foreman/crew leader is also responsible for the actions of all installers and other crewmembers.

**Installation Specifications****Page 3**

- F. **BACK-UP PLAN** -- If the primary dealer is unable to complete the project within the timelines specified by the agency project manager, the State expects the dealer to utilize their dealer network in order to complete the project within specified deadlines.
- G. **INSTALLATION REQUIREMENTS** -- The INSTALLATION process shall begin on the same day that the Refurbished Open Space Office Furniture required for the project and ordered from the Contract arrives from the manufacturer, distributor, or warehouse. The following steps should then be followed:
1. The Installation Firm shall be present when the Refurbished Open Space Office Furniture is delivered to the receiving platform/loading dock (or designated area, if no loading dock is available) at the project location (job site) and shall be unloaded and checked-in by the Installation Firm. The receiving receipt will be signed and forwarded to the agency project manager noting any delivery discrepancies. The Installation Firm shall complete a receiving form verifying the quantities delivered.
 2. Transport the furniture from the receiving platform/loading dock to the specific project location (job site) in accordance with all facility requirements.
 3. Unpackage the furniture, sort, and separate the furniture on the floor, as required. All packaging materials, pallets, etc. shall be removed from the premises, at no cost to the state.
 4. For projects that consist of all Refurbished furniture ordered from the Contract, install the Refurbished Open Space Office Furniture in compliance with the approved **Installation Design Plan**.

For projects that consist of a combination of some Refurbished furniture ordered from the Contract and the re-utilization of some existing furniture, the existing furniture to be re-utilized shall be incorporated into the INSTALLATION of the Refurbished furniture. All furniture is to be installed in compliance with the approved **Installation Design Plan**. This may also include some disassembly and re-configuration of the existing furniture.

5. When the INSTALLATION for a project is completed, all Refurbished Open Space Office Furniture installed shall be cleaned prior to occupancy by the agency. This includes wiping down panels and components with a mild detergent to remove dust and dirt accumulated during installation.
6. During the entire INSTALLATION process, precautions shall be taken at all times to protect carpet tiles, adjacent walls, and other furniture from damage. Also, all fire, safety/access, and facility codes, regulations, and requirements shall be adhered to throughout the entire process.
7. After completion of the entire INSTALLATION process, the project location (job site) shall be in a clean and orderly condition. This includes the removal and disposal of all packaging materials, pallets, trash, etc. accumulated during INSTALLATION of a particular project, at no cost to the state. Any remaining product will remain with the agency or be delivered to state surplus.

**Installation Specifications****Page 4**

8. The INSTALLATION of all items ordered to complete the project as a result of the **punch list** generated shall be performed as a part of the initial INSTALLATION process. There shall be no additional charges for the INSTALLATION of these items. All **punch list** items shall be installed within 14 (fourteen) calendar days or a schedule mutually agreed upon with the project manager, after the **punch list** is generated.
 9. Ultimately, the Installation Firm is responsible for making sure the INSTALLATION of all furniture is in **TOTAL** compliance with the approved **Installation Design Plan**.
 10. Any "tune-up" INSTALLATION or re-configuration required after the initial INSTALLATION is complete, due to minor revisions requested by the agency, shall be provided by the Installation Firm. However, there will be an additional charge paid to the Installation Firm for this step (see PROJECT COST below).
- H. COMPLIANCE WITH INSTALLATION DESIGN PLAN** -- The Installation Firm shall install all Refurbished Open Space Office Furniture according to the approved **installation design plan** and to the satisfaction of the agency project manager. The plans shall be followed exactly unless changes are authorized by the agency project manager. Most projects will be constructed in phases. The phasing of a project will be defined at the time of the **pre-construction review meeting**.
- I. EQUIPMENT** -- The Installation Firm is responsible for supplying all tools, vehicles, and related equipment required to perform the INSTALLATION for a project and keep it on schedule.
- J. DAILY SCHEDULE** -- The daily INSTALLATION schedule shall be communicated to, coordinated with, and approved in advance by the agency project manager.
- K. PROGRESS MEETINGS** -- Periodic progress meetings may be required by the agency project manager. The Installation Firm is required to advise the agency project manager of any schedule deviations as soon as they are identified.
- L. PROJECT COST** - When a particular project will consist of all Refurbished furniture to be ordered from the Contract (no re-utilization of existing furniture), the charge for INSTALLATION shall be established by taking the appropriate percentage (%) multiplied by the total net value of the **itemized parts list (bill of materials)**, which was generated during the design process and specifies ALL Refurbished Open Space Office Furniture required for the project. The appropriate percentage (%) to be charged for INSTALLATION shall be taken from the Contract's INSTALLATION INFORMATION SHEET, based on the order level and region. Therefore, the charge for INSTALLATION for this type of project will not be established until after the **itemized parts list (bill of materials)** is generated. (Please note that the INSTALLATION charge for a particular project shall always be calculated by taking the appropriate percentage (%) from the Contract)

**Installation Specifications****Page 5**

INSTALLATION INFORMATION SHEET multiplied by the total net value of the **itemized parts list (bill of materials)** utilizing the prices indicated in the Standard Item listing, even if the order for furniture ends up being placed on the Express delivery program.

When a particular project will consist of a combination of some Refurbished furniture to be ordered from the Contract and the re-utilization of some existing furniture, The charge for INSTALLATION shall be established by taking the dollar amount per hour from the Contract's INSTALLATION INFORMATION SHEET multiplied by the total hours required to install the project. The Installation Firm shall provide a detailed estimate of the hours that will be required for each step of the project within five (5) calendar days after the **pre-construction review meeting**. Therefore, the estimated charge for INSTALLATION for this type of project will be established within five (5) calendar days after the **pre-construction review meeting**. Any changes from the number of hours originally quoted must be pre-approved by the agency project manager.

Please note that the dollar amount per hour on the Contract's INSTALLATION INFORMATION SHEET will also apply to projects requiring additional INSTALLATION after the initial INSTALLATION is completed in compliance with these specifications. These figures will kick-in when the agency requires "tune-up" INSTALLATION or re-configuration due to minor revisions requested by the agency.

When a particular project will consist of the disassembly of all existing furniture and the installation of all Refurbished furniture ordered from the Contract, the charge for this entire process shall be express as a dollar figure. This figure should be expressed as a dollar amount per hour on the attached INSTALLATION INFORMATION SHEET. The actual time required to complete the installation, breakdown, and removal will be multiplied by the dollar amount per hour to determine the cost for installing the project, including transportation time. The appropriate dollar figure per hour to be charged for INSTALLATION shall be taken from the Contract's INSTALLATION INFORMATION SHEET, based on the order level and region.

Based on the Contractor's distribution system, there should not be a need for additional travel expenses for driving time, mileage, and other expenses for any project unless pre-authorized by the project manager. All costs associated with these functions shall be factored into the dollar amounts quoted on the attached INSTALLATION INFORMATION SHEET.

- M. SMALL PROJECTS** –The actual time required to complete the installation will be multiplied by the dollar amount per hour to determine the cost for installing the project. Transportation costs may be paid on a pre-authorized basis only. **The Contractor is required to perform all requests for INSTALLATION, regardless of the project size. For small projects, the maximum response time shall be 10 (ten) workdays.**

**Installation Specifications**

Page 6

- N. **"BENCHMARK"** -- A "benchmark" will be established based on the Time Study hours listed in the contractor's proposal, as described in the INSTALLATION statement in the attached Terms and Conditions, will be used for determining the amount of time required to install a particular project. This benchmark per workstation for INSTALLATION will therefore be established and included in the Contract. Deviations from the "benchmark" must be documented and approved by the agency. Purchasing Operations reserves the right to audit the number of hours quoted for a particular project, and compare it with the "benchmark" included in the Contract. If it is determined that the number of hours quoted for a project is excessive and not in line with the "benchmark", Purchasing Operations reserves the right to calculate the number of hours for a project utilizing the "benchmark" and require that the charge for INSTALLATION be based on the number of hours generated by Purchasing Operations.
- O. **MOVE-IN SUPPORT** -- The Contractor will **provide** installation resources for the purpose of Move-In Support, when requested by the State, for a specific project when the Contractor has performed the initial installation services, at no additional cost to the State. The purpose of the Move-In Support is for the Contractor to 1) Conduct a pre-move-in walk-through with the State, the day before the scheduled move-in, to identify and to correct any last minute minor punch list items that can be corrected that day and 2) Provide an installer on-site, the day of agency move-in, to facilitate minor workstation adjustments (i.e. raising/lowering work surfaces and overhead storage unit), under the direction of the Department of Management and Budget, Office of Facilities, and the agency project manager.
- P. **INSTALLATION QUALITY** -- All installations shall be completed in a quality manner as determined by the State. The Contractor will be responsible for providing additional service required to bring unacceptable quality workmanship up to desired State quality levels, at no additional cost to the State. The State reserves the right of final determination of acceptable quality installation.



REFURBISHED LATERAL FILE SPECIFICATIONS

SPECIFICATIONS

Definite Specifications - All commodities and services to be furnished hereunder shall conform to the specifications as noted in the specifications attached.

Purchasing Operations shall be notified immediately of any manufacturing and/or engineering changes to the file cabinets that may occur throughout the entire length of the Contract. The state reserves the right to reject the changes and require that the Contractor continue to provide the original file cabinets approved by the state. (Please note that the state will reject changes to file cabinets ONLY if it feels that the changes have in some way decreased the quality and acceptability of the file cabinets or have caused the file cabinets to no longer be in compliance with the State of Michigan Specifications for Lateral File Cabinets.)

PRODUCT SPECIFICATIONS

1. Categories and Types

Lateral file cabinets shall be available in the following categories, types, and sizes.

Category A - Lateral File Cabinet; Fixed **shelf**; with and without lift-up receding doors; with and without lock.

Type 1 - 30" width.
2, 3, 4, and 5 openings high.

Type 2 - 36" width.
2, 3, 4, and 5 openings high.

Type 3 - 42" width.
2, 3, 4, and 5 openings high.

Category B - Lateral File Cabinet; Roll **out shelf**; with and without lift-up receding doors; with and without lock.

Type 1 - 30" width.
2, 3, 4, and 5 openings high.

Type 2 - 36" width.
2, 3, 4, and 5 openings high.

Type 3 - 42" width.
2, 3, 4, and 5 openings high.



Refurbished Lateral File Cabinet Specifications

Page 2

Category C - Lateral File Cabinet; Roll **out drawer (fixed front)**; With and without lock; Top opening on 5 opening high unit shall be a roll out shelf with lift-up receding door.

Type 1 - 30" width.
2, 3, 4, and 5 openings high.

Type 2 - 36" width.
2, 3, 4, and 5 openings high.

Type 3 - 42" width.
2, 3, 4, and 5 openings high.

Category D - **Overfile Cabinet**; Fixed shelf; One opening high (approximately 16" high); with and without sliding doors; with and without lock.

Type 1 - 30" width.

Type 2 - 36" width.

Type 3 - 42" width.

2. Materials and Workmanship

All materials, including the type of steel, used in the manufacturing of the lateral file cabinets to be used by the State of Michigan shall be those which are best suited to produce a quality product. The workmanship shall be such as to provide proper forming to avoid sharp edges, smooth straight bending of channels and flanges, strength of welding and bracing, accuracy of moving parts, good fit of drawers, and freedom from sag or set. All products shall be free from defects, which affect the appearance, operation, and serviceability of the products. The cabinet case shall be constructed with an interior steel framework, preventing the cabinet from excessive twisting and oil canning of the steel outer skin, and providing for an overall solid construction. The bottom of the file cabinet shall be absent of sharp edges that could damage carpets and shall be completely finished (not open) to provide added stability, unless the file cabinet is of a modular design whereby additional stability is obtained by the individual framework of each section. All products shall be equal to those supplied to the general trade, and shall also be the same as those listed in the manufacturers most current catalog, specifications, and other literature.

All products shall be designed and manufactured to withstand daily use over an extended period of time with minimum maintenance and repair. All products shall be free from rough and sharp edges, and all corners shall be radiused or protected. All lateral filing cabinets shall conform to ALL requirements of the ANSI/BIFMA X 5.2 (current edition) test for lateral file cabinets.

3. Specific Requirements

Listed below are the specific requirements and individual features that shall be incorporated into the lateral file cabinets to be used by the State of Michigan. These specifications are not intended to describe all the details of construction or materials used, as it is recognized that there is a variation in the manufacturing process by manufacturers who produce filing cabinets.

**Refurbished Lateral File Cabinet Specifications****Page 3**

- A. **Drawer** - All drawers shall have 4 (four) sides, in order to prevent papers from accidentally falling into the actual cabinet case. All drawers shall be equipped with an **anti-rebound** mechanism, preventing the drawer from re-opening immediately after it has been closed.
- B. **Interlock** - There shall be a safety device incorporated into the design that allows only 1 (one) drawer to be in the rolled out position at a time.
- C. **Leveling Glides** - Cabinets shall be equipped with 4 (four) adjustable steel leveling glides, with approximately 5/8" adjustment, and coated with a non-rusting material.
- D. **Drawer Suspension** - All roll out-shelves and drawers shall run smoothly on full extension, steel ball bearing suspensions, and shall operate friction-free without binding or racking when accessing from the center or either side.
- E. **Door Slides** - All lift-up receding doors shall run smoothly on full extension slides, and shall operate friction-free without binding or racking when accessing from the center or either side.
- F. **Inserts** - All lateral file cabinets shall come standard with either 3 (three) shelf dividers or 1 (one) hanging folder frame (to accomplish letter size, side-to-side filing) per opening. All openings with hanging folder frames shall be capable of being converted to front-to-back filing.
- G. **Shelf Depth Modifier** - All lateral file cabinet openings shall have the capability of being set-up as both letter size and legal size depth, at no additional charge. 1 (one) shelf depth modifier per opening is acceptable.
- H. **Gangling** - A mechanism shall be available in order to allow lateral file cabinets to be ganged together (either side-to-side or back-to-back) or attached to a wall.
- I. **Lock** - When specified, a central locking mechanism shall be provided which will lock all doors or drawers in the file cabinet. Two keys shall be supplied with each lock.
- J. **Finish and Color** - Lateral file cabinets shall be suitably undercoated with a rust inhibiting primer (or subjected to a phosphatizing process inside and out), and shall be finished with a baking enamel, or equivalent. Manufacturers standard colors will be acceptable.
- K. **Face Hardware** - Door and drawer pulls shall be full width, flush, and integrated into the front of the door and/or drawer. Each opening shall include a label holder. Plastic and self-adhesive label holders are acceptable. All label holders shall be flush.
- L. **Caution Label** - A caution label shall be affixed to the cabinet interior in a highly visible location. The label shall display such information as cabinet leveling procedures, loading techniques, recommendations for weight distribution, general safety precautions, etc.
- M. **Depth** - Lateral file cabinets shall be a minimum 17 inches deep.
- N. **Options** - Other various options, such as laminate tops, posting shelves, half-height drawers, card tray inserts, counter weights, etc. shall also be available.



APPENDIX B

REFURBISHED OPEN SPACE OFFICE FURNITURE PRODUCT LINES BY CATEGORY

The table below specifies the product lines by category. The State of Michigan reserves the right to determine if alternate products are equivalent to the product below.

Manufacturer	Basic Line	Mid – Tier w/ Wood Trim
Haworth	Unigroup	Places

REFURBISHED LATERAL FILES RECOMMENDED BRAND LIST

The table below specifies the product line of lateral files. The State of Michigan reserves the right to determine if alternate products are equivalent to the product below.

Manufacturer	Basic Line
Haworth	950 Series



**APPENDIX C
PRICING SHEETS**

**REFURBISHED OPEN SPACE OFFICE FURNITURE
DUAL AWARD DISCOUNT**

This table indicates the percentage off list price for each product line offered for each specified delivery option based on a DUAL Contract award. Agencies shall reference the column with the delivery discount less the administrative fee when calculating product costs.

PRODUCT LINE	STANDARD DELIVERY DISCOUNT	STANDARD DELIVERY DISCOUNT (Less Admin Fee)	EXPRESS DELIVERY DISCOUNT	EXPRESS DELIVERY DISCOUNT (Less Admin Fee)	RAPID RESPONSE DISCOUNT	RAPID RESPONSE DISCOUNT (Less Admin Fee)
Unigroup	79.5%	78.5%	74.5%	73.5%	69.5%	68.5%
Places	79.5%	78.5%	74.5%	73.5%	69.5%	68.5%
950 Series (Drop Ship Only)	70.0%	69.0%	65.0%	64.0%	60.0%	59.0%

Also, please indicate the date of the manufacturer's printed list price/catalog used to calculate the price quoted for each item on the attached Item Listings.

June 2005



**APPENDIX C
PRICING SHEETS**

**REFURBISHED OPEN SPACE OFFICE FURNITURE
ITEM LISTING FOR WORKSTATION CLUSTER**

Listed below are all the products needed to construct the six (6) workstation cluster workstation cluster on the attached **Appendix F - Workstation Cluster**", as well as the contract price for each item by delivery option. This listing consists of components from **Unigroup** applying the discount for a **DUAL** Contract.

<u>Quantity</u>	<u>Unit</u>	<u>Product Number</u>	<u>Description</u>	<u>List Price</u>	<u>Standard Delivery</u>		<u>Express Delivery</u>	
					<u>Unit Price</u>	<u>Total Price</u>	<u>Unit Price</u>	<u>Total Price</u>
1	PC	CW-42	KIT, INSTALL CTRWT, FSF, 42"	\$133	\$39.90	\$39.90	\$46.55	\$46.55
3	PC	LFSS-230-LDCH	FILE, 2X30, SQ CASE, 12" DRAWERS, LOCK, W/CTWT	\$827.00	\$248.10	\$744.30	\$289.45	\$868.35
1	PC	LFSS-342-LDOH	FILE, 3X42, SQ CASE, 12"	\$1,221.00	\$366.30	\$366.30	\$427.35	\$427.35
2	PC	LTBL-5242-HF	FILE, TWR, 950, 62HX24WX23D, 6/6/12/BK, LH, FLAT	\$2,157.00	\$647.10	\$1,294.20	*\$808.86	*\$1,617.72
4	PC	LTBR-5242-HF	FILE, TWR, 950, 62HX24WX23D, 6/6/12/BK, RH, FLAT	\$2,157.00	\$647.10	\$2,588.40	*\$808.86	*\$3,235.44
6	QTY. 6	LSET-6	STANDARD LOCK PLUG & KEY LOCK SET	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00
6	PC	HMSC-0642	SHELF, SUBASSY, MINI, 42"NEW CORNER	\$306.00	\$62.73	\$376.38	*\$44.63	*\$267.78
3	PC	WK-129	PNL ACC, WAINSCOT KIT, 12X29, TAT/TAT	\$255.00	\$52.28	\$156.84	N/A	N/A
1	PC	WK-329	PNL, ACC, WAINSCOT KIT, 36X29, TAT/TAT	\$300.00	\$61.50	\$61.50	N/A	N/A
1	PC	BFM-1-B	BASE FEED, COND, LIQ. TIGHT	\$167.00	\$34.24	\$34.24	\$42.59	\$42.59



Item Listing, continued

Page 2

Quantity	Unit	Product Number	Description	List Price	Standard Delivery		Express Delivery	
					Unit Price	Total Price	Unit Price	Total Price
1	PC	CTSE-2415	CTRTOP, ASY, RT ANGLE, ERA-1	\$410.00	\$84.05	\$84.05	\$104.55	\$104.55
1	PC	CTSE-3015	CT ASSY UNIV 30X15 RGLR STD MT	\$254.00	\$52.07	\$52.07	\$64.77	\$64.77
1	PC	CTSE-315	CT ASSY UNIV 36X15 RGLR ERA-1 MT	\$264.00	\$54.12	\$54.12	\$67.32	\$67.32
1	PC	DWST-530	WS ASSY, UNIV, 60X30, D, SHPD	\$343.00	\$70.32	\$70.32	\$87.47	\$87.47
2	PC	EFP-1862-B	PNL, ERA, 18X62, TAT/TAT, PW, PB	\$721.00	\$147.81	\$295.62	\$183.86	\$367.72
2	PC	EFP-242-B	PNL, ERA, 2X42, TAT/TAT, PW, PB	\$707.00	\$144.94	\$289.88	\$180.29	\$360.58
11	PC	EFP-262-B	PNL, ERA, 2X62, TAT/TAT, PW, PB	\$750.00	\$153.75	\$1,691.25	\$191.25	\$2,103.75
1	PC	EFP-3042-B	PNL, ERA, 30X42, TAT/TAT, PW, PB	\$767.00	\$157.24	\$157.24	\$195.59	\$195.59
6	PC	EFP-3062-B	PNL, ERA, 30X62, TAT/TAT, PW, PB	\$832.00	\$170.56	\$1023.36	\$212.16	\$1,272.96
1	PC	EFP-342-B	PNL, ERA, 3X42, TAT/TAT, PW, PB	\$802.00	\$164.41	\$164.41	\$204.51	\$204.51
6	PC	EFP-362-B	PNL, ERA, 3X62, TAT/TAT, PW, PB	\$894.00	\$183.27	\$1,099.62	\$227.97	\$1,367.82
15	PC	EFP-4262-B	PNL, ERA, 42X62, TAT/TAT, PW, PB	\$952.00	\$195.16	\$2,927.40	\$242.76	\$3,641.40
3	PC	EGP-162-B	PNL, ERA-1, 1X62, GLAZED, PW, PB	\$904.00	\$185.32	\$555.96	\$230.52	\$691.56



Quantity	Unit	Product Number	Description	List Price	Standard Delivery		Express Delivery	
					Unit Price	Total Price	Unit Price	Total Price
1	PC	EGP-362-B	PNL, ERA-1, 3X62, GLAZED, PW, PB	\$1,330.00	\$272.65	\$272.65	\$339.15	\$339.15
1	PC	FDRV-3	OSU ASSY, UNI, 36"/914MM, REG, LAM, LOCK	\$322.00	\$66.01	\$66.01	\$82.11	\$82.11
3	PC	FDRV-30	OSU ASSY, UNI, 30"/762MM, REG, LAM, LOCK	\$298.00	\$61.09	\$183.27	\$75.99	\$227.97
4	PC	FDRV-42	OSU ASSY, UNI, 42"/1067MM, REG, LAM, LOCK	\$333.00	\$68.27	\$273.08	\$84.92	\$339.68
1	PC	FPFC-42-B	FINPOST, ERA-1, 90DEG, 42 IN, TAT, 4" BASE	\$70.00	\$14.35	\$14.35	\$17.85	\$17.85
4	PC	FPFC-62-B	FINPOST, ERA-1, 90DEG, 62 IN, TAT, 4" BASE	\$78.00	\$15.99	\$63.96	\$19.89	\$79.56
6	PC	FPFS-62-B	FINPOST, ERA-1, 180DEG, 62 IN, TAT, 4" BASE	\$71.00	\$14.56	\$87.36	\$18.11	\$108.66
1	PC	HCC-0001	KIT, INSTALL, W.S.,P&D	\$233.00	\$47.77	\$47.77	\$59.41	\$59.41
1	PC	HNAM-3023	MARKERBOARD, PLACES/UNIGROUP, 24X30	\$281.00	\$57.61	\$57.61	\$71.66	\$71.66
2	PC	HNAM-3623	MAKRERBOARD, PLACES/UNIGROUP, 24X36	\$299.00	\$61.30	\$122.60	\$76.25	\$152.50
3	PC	HTB-3016	TB, PLC/UNI, 30X16, TEL	\$160.00	\$32.80	\$98.40	\$40.80	\$122.40
2	PC	HTB-3616	TB, PLC/UNI, 36X16, TEL	\$166.00	\$34.03	\$68.06	\$42.33	\$84.66
6	PC	HTB-4216	TB, PLC/UNI, 42X16, TEL	\$175.00	\$35.88	\$215.28	\$44.63	\$267.78
3	PC	HTL-0030-T	LIGH, TASK, OCTIC, LPF, PKG'D, 30 IN	\$204.00	\$41.82	\$125.46	\$52.02	\$156.06



Quantity	Unit	Product Number	Description	List Price	Standard Delivery		Express Delivery	
					Unit Price	Total Price	Unit Price	Total Price
1	PC	HTL-0036-T	LIGH, TASK, OCTIC, LPF, PKG'D, 36 IN	\$216.00	\$44.28	\$44.28	\$55.08	\$55.08
4	PC	HTL-0042-T	LIGH, TASK, OCTIC, LPF, PKG'D, 42 IN	\$209.00	\$42.85	\$171.40	\$53.29	\$213.16
1	PC	PMK-1	KIT, HRDWR, W/S-PNL, P&D, LH	\$29.00	\$5.95	\$5.95	\$7.40	\$7.40
3	6 PR BOX	PRD-3-B	RECEPTACLE ASSY, PLUNI, STD GRND, PACKAGED, COMMON	\$120.00	\$24.60	\$73.80	\$30.60	\$91.80
1	PC	SR-3	SHELF ASSY, REGULAR – 3FT.	\$166.00	\$34.03	\$34.03	\$42.33	\$42.33
3	PC	SR-30	SHELF ASSY, REG – 30 IN	\$161.00	\$33.01	\$99.03	\$41.06	\$123.18
4	PC	SRS-42	SHELF ASSY, REG – 42 IN	\$170.00	\$34.85	\$139.40	\$43.35	\$173.40
2	PC	WASC-4224	WS, ASY, 42/42, CRN, WRP ARNDCURVILINEAR, UNIGRP	\$506.00	\$103.73	\$207.46	\$129.03	\$258.06
6	PC	WCKS-4224	WS ASSY-4224, TMLDG, SPLIT, HGT ADJ	\$1,425.00	\$292.13	\$1,752.78	*\$129.03	*\$774.18
6	PC	WS-3024-G	WS ASSY UNIV 30X24 RGLR W/GROM	\$323.00	\$66.22	\$397.32	*\$74.21	*\$445.26
4	PC	WS-324-G	WS ASSY UNIV 36X24 RGLR W/GROM	\$368.00	\$75.44	\$301.76	*\$79.56	*\$318.24
2	PC	WS-4224-G	WS ASSY UNIV 42X24 RGLR W/GROM	\$387.00	\$79.34	\$158.68	*\$84.41	*\$168.82



Quantity	Unit	Product Number	Description	List Price	Standard Delivery		Express Delivery	
					Unit Price	Total Price	Unit Price	Total Price
1	PC	WS-424	WS ASSY UNIV 48X24 RGLR	\$359.00	\$73.60	\$73.60	\$91.55	\$91.55
3	PC	WS-5424-G	WS ASSY UNIV 54X24 RGLR W/GROM	\$437.00	\$89.59	\$268.77	*\$98.43	*\$295.29
1	PC	WS-624-G	WS ASSY UNIV 72X24 RGLR W/GROM	\$622.00	\$127.51	\$127.51	*\$137.19	*\$137.19
1	PC	SPLA-7607	WS ASSY, W/GROMMETS-3224	\$334.00	\$68.47	\$68.47	*\$75.48	*\$75.48
6	PC	AKPT-3	AKPT-3 W/21" TRACK, PLCS	\$415.00	N/A	N/A	*\$105.82	*\$634.92

* Alternate but equal products specified for Express Delivery. Examples: notched in place of grommets work surfaces, straight in place of corner mini shelves, etc.

Total Standard: **\$19,747.46** Total Express: **\$23,050.58**



APPENDIX C PRICING SHEETS

REFURBISHED OPEN SPACE OFFICE FURNITURE DESIGN SERVICES INFORMATION SHEET – DUAL AWARD

The **first level** of **DESIGN SERVICES** (with the exception of small projects) is when all Refurbished Open Space Office Furniture is going to be ordered and workstations need to be designed. Indicated below are the **DESIGN SERVICES** charges for each order level and zone. These charges are expressed as a percentage (%) to be multiplied by the total net Contract value of the order for the furniture that will be required. (See **DESIGN SERVICES** Statement in the attached terms and conditions.) Order levels are net product values. See the attached **Appendix E – Zone Map** for counties allocated by zone.

Zone/Order Level	Standard Delivery Program	Express Delivery Program	Rapid Response
Zone 1 – Metro Region < \$100,000 > \$100,000	6%	6.5%	5%
	5%	5.5%	4%
Zone 2- University Region < \$100,000 > \$100,000	6%	6.5%	5%
	5%	5.5%	4%
Zone 3 – Southwest Region < \$100,000 < \$100,000	6%	6.5%	5%
	5%	5.5%	4%
Zone 4 – Bay Region < \$100,000 > \$100,000	7%	7.5%	6%
	6%	6.5%	5%
Zone 5 – North Region < \$100,000 > \$100,000	8%	8.5%	7%
	8%	8.5%	7%
Zone 6- Superior Region < \$100,000 > \$100,000	12%	12.5%	12.5%
	12%	12.5%	12.5%



APPENDIX C PRICING SHEETS

REFURBISHED OPEN SPACE OFFICE FURNITURE DESIGN SERVICES INFORMATION SHEET – DUAL AWARD

The **second level** of **DESIGN SERVICES** is when workstations need to be designed and the installation will consist of a combination of Refurbished Open Space Office Furniture ordered from this Contract and existing furniture. This **DESIGN SERVICES** charge is indicated below as a dollar amount per hour.

\$42.00 per hour

Premium Services (Evenings and Weekends)

\$63.00 per hour

The dollar amount per hour expressed will also apply to projects requiring all refurbished furniture to be ordered from the Contract when the initial DESIGN SERVICES required for the project have been completed in compliance with the attached DESIGN SERVICES specifications. This figure will apply when the agency requires additional DESIGN SERVICES (due to further changes, a requirement to meet with each individual in the office, "tune up" design, etc.), above and beyond what is required by the attached specifications.

Indicated below are standard time frames generally allotted for various size projects based on the number of workstations:

Design Tasks	Timeframe for Completion				
	Number of Workstations				
	10-29	30-59	60-89	90-149	150+
Schematics Design Block Plan,	3 hrs – 20 mins	10 hrs	20 hrs	30 hrs	50 hrs
Preliminary Design Block Plan	3 hrs – 20 mins	10 hrs	20 hrs	30 hrs	50 hrs
Installation Design Plan	5 hrs	15 hrs	30 hrs	45 hrs	75 hrs
Itemized Parts List	5 hrs	15 hrs	30 hrs	45 hrs	75 hrs

Indicated below is the estimated number of hours required for communication with the agency for each of the following tasks based on the number of workstations:

Design Tasks	Number of Communication Hours Required				
	Number of Workstations				
	10-29	30-59	60-89	90-149	150+
Agency Programming	5 hrs	15 hrs	30 hrs	45 hrs	75 hrs
Pre-Design Review Meeting	Included above under schematics				
Schematics Design Block Plan,	Included above under schematics				
Preliminary Design Block Plan	Included above under preliminary				
Installation Design Plan	Included above under installation				
Itemized Parts List	Included above under itemized parts				
Project Cost	Included above under itemized parts				
Punch List	Included above under itemized parts				
"Tune-Up" Design	2.5 hrs	7.5 hrs	15 hrs	22.5 hrs	37.5 hrs



APPENDIX C PRICING SHEETS

REFURBISHED OPEN SPACE OFFICE FURNITURE INSTALLATION SERVICES INFORMATION SHEET- DUAL AWARD

The **first level** of **INSTALLATION** is when all Refurbished Open Space Office Furniture is going to be ordered and workstations need to be installed. Indicated below are the **INSTALLATION** charges for each order level and zone. These charges are expressed as a percentage (%) to be multiplied by the total net Contract value of the order for the furniture that will be required. (See **INSTALLATION** Statement in the attached terms and conditions.) Order levels are net product values. See the attached **Appendix E – Zone Map** for counties allocated by zone.

Zone/Order Level	Standard Delivery Program	Express Delivery Program	Rapid Response	Additional % Charge for Premium Service
Zone 1 – Metro Region < \$100,000 > \$100,000	14%	15%	15%	28%
	14%	15%	15%	28%
Zone 2- University Region < \$100,000 > \$100,000	13%	13%	13%	25%
	13%	13%	13%	25%
Zone 3 – Southwest Region < \$100,000 < \$100,000	13%	13%	13%	25%
	13%	13%	13%	25%
Zone 4 – Bay Region < \$100,000 > \$100,000	13%	13%	13%	25%
	13%	13%	13%	25%
Zone 5 – North Region < \$100,000 > \$100,000	16%	16%	16%	31%
	16%	16%	16%	29%
Zone 6 – Superior Region < \$100,000 > \$100,000	20%	20%	20%	39%
	20%	20%	20%	39%



APPENDIX C PRICING SHEETS

REFURBISHED OPEN SPACE OFFICE FURNITURE INSTALLATION SERVICES INFORMATION SHEET- DUAL AWARD

The **second level** of **INSTALLATION** is when workstations need to be installed and the installation will consist of a combination of Refurbished Open Space Office Furniture ordered from this Contract and existing furniture. This **INSTALLATION** charge is indicated below as a dollar amount per hour.

ZONE	Hourly Installation Rate 2 nd Level		
	LABORER	CARPENTER	ELECTRICIAN
<u>Zone 1 - Metro</u>			
Regular Time	\$58.00	\$69.00	\$78.00
Time and One Half	\$87.00	\$103.50	\$117.00
Double Time	\$116.00	\$138.00	\$156.00
<u>Zone 2 – University Region</u>			
Regular Time	\$56.00	\$61.00	\$78.00
Time and One Half	\$84.00	\$91.50	\$117.00
Double Time	\$112.00	\$122.00	\$156.00
<u>Zone 3 – Southwest Region</u>			
Regular Time	\$50.00	\$57.00	\$76.00
Time and One Half	\$75.00	\$85.50	\$114.00
Double Time	\$100.00	\$114.00	\$152.00
<u>Zone 4 – Bay Region</u>			
Regular Time	\$50.00	\$59.00	\$74.00
Time and One Half	\$75.00	\$88.50	\$111.00
Double Time	\$100.00	\$118.00	\$148.00
<u>Zone 5 – North Region</u>			
Regular Time	\$50.00	\$58.00	\$75.00
Time and One Half	\$75.00	\$87.00	\$112.50
Double Time	\$100.00	\$116.00	\$150.00
<u>Zone 6 – Superior Region</u>			
Regular Time	\$63.00	\$68.00	\$75.00
Time and One Half	\$94.50	\$102.00	\$112.50
Double Time	\$126.00	\$136.00	\$150.00

Note: Regular Time, Time and One Half, and Double Time are to be paid as dictated by the prevailing wage board.

The dollar amount per hour expressed will also apply to projects requiring additional INSTALLATION after the initial INSTALLATION is completed in compliance with the attached INSTALLATION specifications. This figure will kick-in when the agency requires "tune-up" INSTALLATION or re-configuration due to minor revisions requested by the agency.



APPENDIX C PRICING SHEETS

REFURBISHED OPEN SPACE OFFICE FURNITURE INSTALLATION SERVICES INFORMATION SHEET- DUAL AWARD

The **third level** of **INSTALLATION** is when workstations need to be installed and the installation requires the breakdown of existing furniture combined with installation of existing and Refurbished Open Space Office Furniture ordered from this Contract. Teardown of existing workstations may or may not include removal. Indicated below are the charges for this entire process for each order level and zone. This figure is expressed as a dollar amount per hour. The actual time required to complete the breakdown, installation, and removal will be multiplied by the dollar amount per hour to determine the cost for installing the project, including transportation time. A map is included In **Appendix E – Zone Map** for reference purposes. (See **INSTALLATION** Statement in the attached terms and conditions.)

ZONE	Hourly Installation Rate 3 rd Level		
	LABORER	CARPENTER	ELECTRICIAN
<u>Zone 1 – Metro Region</u>			
Regular Time	\$58.00	\$69.00	\$78.00
Time and One Half	\$87.00	\$103.50	\$117.00
Double Time	\$116.00	\$138.00	\$156.00
<u>Zone 2 – University Region</u>			
Regular Time	\$56.00	\$61.00	\$78.00
Time and One Half	\$84.00	\$91.50	\$117.00
Double Time	\$112.00	\$122.00	\$156.00
<u>Zone 3 – Southwest Region</u>			
Regular Time	\$50.00	\$57.00	\$76.00
Time and One Half	\$75.00	\$85.50	\$114.00
Double Time	\$100.00	\$114.00	\$152.00
<u>Zone 4 – Bay Region</u>			
Regular Time	\$50.00	\$59.00	\$74.00
Time and One Half	\$75.00	\$88.50	\$111.00
Double Time	\$100.00	\$118.00	\$148.00
<u>Zone 5 – North Region</u>			
Regular Time	\$50.00	\$58.00	\$75.00
Time and One Half	\$75.00	\$87.00	\$112.50
Double Time	\$100.00	\$116.00	\$150.00
<u>Zone 6 – Superior Region</u>			
Regular Time	\$63.00	\$68.00	\$75.00
Time and One Half	\$94.50	\$102.00	\$112.50
Double Time	\$126.00	\$136.00	\$150.00

Note: Regular Time, Time and One Half, and Double Time are to be paid as dictated by the prevailing wage board.



APPENDIX C PRICING SHEETS

REFURBISHED OPEN SPACE OFFICE FURNITURE INSTALLATION SERVICES INFORMATION SHEET- DUAL AWARD

The **fourth level** of **INSTALLATION** is when workstations need to be torndown, palletized, shrink wrapped, removed and delivered to a specified dock. Indicated below are the charges for this entire process for each order level and zone. This figure is expressed as a dollar amount per hour. The actual time required to complete the teardown from the timestudies will be multiplied by the dollar amount per hour to determine the cost for installing the project, including transportation time. Please refer to the attached Appendix E - Zone Map for reference purposes. (See **INSTALLATION** statement in the attached terms and conditions.)

ZONE	Hourly Installation Rate 4th Level		
	LABORER	CARPENTER	ELECTRICIAN
<u>Zone 1 – Metro Region</u>			
Regular Time	\$58.00	\$69.00	\$78.00
Time and One Half	\$87.00	\$103.50	\$117.00
Double Time	\$116.00	\$138.00	\$156.00
<u>Zone 2- University Region</u>			
Regular Time	\$56.00	\$61.00	\$78.00
Time and One Half	\$84.00	\$91.50	\$117.00
Double Time	\$112.00	\$122.00	\$156.00
<u>Zone 3 – Southwest Region</u>			
Regular Time	\$50.00	\$57.00	\$76.00
Time and One Half	\$75.00	\$85.50	\$114.00
Double Time	\$100.00	\$114.00	\$152.00
<u>Zone 4 – Bay Region</u>			
Regular Time	\$50.00	\$59.00	\$74.00
Time and One Half	\$75.00	\$88.50	\$111.00
Double Time	\$100.00	\$118.00	\$148.00
<u>Zone 5 – North Region</u>			
Regular Time	\$50.00	\$58.00	\$75.00
Time and One Half	\$75.00	\$87.00	\$112.50
Double Time	\$100.00	\$116.00	\$150.00
<u>Zone 6 – Superior Region</u>			
Regular Time	\$63.00	\$68.00	\$75.00
Time and One Half	\$94.50	\$102.00	\$112.50
Double Time	\$126.00	\$136.00	\$150.00



APPENDIX C PRICING SHEETS

REFURBISHED OPEN SPACE OFFICE FURNITURE INSTALLATION SERVICES INFORMATION SHEET- DUAL AWARD

The **fifth level** of **INSTALLATION** is when workstations need to be re-configured and no additional furniture is needed from this contract. Indicated below are the charges for this entire process for each order level and zone. This figure is expressed as a dollar amount per hour. The actual time required to complete the re-configuration from the timestudies will be multiplied by the dollar amount per hour to determine the cost for installing the project, including transportation time. A map is included in **Appendix E – Zone Map** for reference purposes. (See **INSTALLATION** statement in the attached terms and conditions.)

ZONE	Hourly Installation Rate 5th Level		
	LABORER	CARPENTER	ELECTRICIAN
<u>Zone 1 – Metro Region</u>			
Regular Time	\$58.00	\$69.00	\$78.00
Time and One Half	\$87.00	\$103.50	\$117.00
Double Time	\$116.00	\$138.00	\$156.00
<u>Zone 2- University Region</u>			
Regular Time	\$56.00	\$61.00	\$78.00
Time and One Half	\$84.00	\$91.50	\$117.00
Double Time	\$112.00	\$122.00	\$156.00
<u>Zone 3 – Southwest Region</u>			
Regular Time	\$50.00	\$57.00	\$76.00
Time and One Half	\$75.00	\$85.50	\$114.00
Double Time	\$100.00	\$114.00	\$152.00
<u>Zone 4 – Bay Region</u>			
Regular Time	\$50.00	\$59.00	\$74.00
Time and One Half	\$75.00	\$88.50	\$111.00
Double Time	\$100.00	\$118.00	\$148.00
<u>Zone 5 – North Region</u>			
Regular Time	\$50.00	\$58.00	\$75.00
Time and One Half	\$75.00	\$87.00	\$112.50
Double Time	\$100.00	\$116.00	\$150.00
<u>Zone 6 – Superior Region</u>			
Regular Time	\$63.00	\$68.00	\$75.00
Time and One Half	\$94.50	\$102.00	\$112.50
Double Time	\$126.00	\$136.00	\$150.00



APPENDIX C PRICING SHEETS

TIME STUDIES

Time studies are the assembly time required to install the six (6) workstation cluster drawings included in Appendix F. This is based on the dealer installing **Unigroup**, with the conditions indicated below. This will be used as a benchmark.

Installation Level	Task for 6 Workstation Cluster	Total Hours Required
Level 1, 2, and 3	Installation	39 hrs
Level 3 and 4	Teardown Time	39 hrs
Level 5	Re-configuration only (no furniture added)	30 hrs
Grand Total Hours		108 hrs

CONDITIONS

Time studies **shall include all tasks** involved from the time the truck pulls up to the site to the completion of installation including trash removal and cleaning of the site.

The following conditions are included when calculating time-study hours.

- a) Street unloads with a short push (less than 25 feet from the back of the truck to the front doors of the facility).
- b) Time study hours include unloading, push to location site, uncarton, unpacking, staging and removal of topcaps and baseplates
- c) Installation took place on the 1st floor (no vertical transportation required)
- d) The site was clean and completely void of other trades and services being rendered.
- e) Free and clear access to loading docks and elevators, both of which are the proper size to accommodate Seller's products.
- f) Hours shall include trash disposal, wipe down or cleaning of the site.
- g) Job site is punched and accepted by client before delivery and installation
- h) The installation is not conducted in any certain order.

Indicated below are the time study hours including the total time duration as well as the total billable man-hours. (e.g. 4 men X 2 hours = 8 total billable man hours)

Time Duration in Hours for Cluster of workstations #1-#6 listed Appendix E:	Multiplied by number of men used for installation	Equals Total Billable Man Hours for installation
3.75 Hours	7 Men	26.25 = Billable Hours

PREVAILING WAGE RATES

Prevailing wage rates only apply to work being performed in State owned, controlled or leased buildings. The prevailing wage classification is defined as **laborer**, unless otherwise specified. This wage classification will be applied to the applicable zone.



NON-PREVAILING WAGE RATES

Prevailing wage rates only apply to work performed in State owned, controlled or leased buildings. The non-prevailing wage rate applies to all other work.

<u>Non Prevailing Wage Rate:</u>	\$40.00
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Time studies to perform the re-furbishing services below using the six (6) workstation cluster drawings are included in Appendix F. This will be used as a benchmark.

For work performed in a State owned or leased facility:

Task for 6 Workstation Cluster State-Owned and Leased Facility	Hours Required	Hourly Wage (Prevailing Wage)	Total Cost
Standard Clean	12 hrs	\$45.00	\$540.00
Re-fabric	N/A*	N/A*	N/A*
Re-laminate	N/A*	N/A*	N/A*
Re-paint	N/A*	N/A*	N/A*
Re-fabric, clean	N/A*	N/A*	N/A*
Re-fabric, Re-laminate, and Clean	N/A*	N/A*	N/A*
Re-fabric, Re-laminate, Repaint, and Clean	N/A*	N/A*	N/A*

For work performed at the contractor's facility:

Task for 6 Workstation Cluster At Contractor's Facility	Hours Required	Hourly Wage (Not Prevailing Wage)	Total Cost
Clean	12 hrs	\$40.00	\$480.00
Re-fabric	28 hrs	\$40.00	\$1,120.00
Re-laminate	30 hrs	\$40.00	\$1,200.00
Re-paint	75 hrs	\$40.00	\$3,000.00
Re-fabric, clean	40 hrs	\$40.00	\$1,600.00
Re-fabric, Re-laminate, and Clean	70 hrs	\$40.00	\$2,800.00
Re-fabric, Re-laminate, Repaint, and Clean	145 hrs	\$40.00	\$5,800.00

*These are not applicable since these services will not be performed in a State facility.



APPENDIX C PRICING SHEETS

DESIGN CALCULATION SHEET- DUAL AWARD

DESIGN SERVICES:

Indicated below are the design charges for the six (6) workstation cluster on the attached Appendix F - "Workstation cluster" form. This figure is first expressed as a percentage (%), taken from Appendix C - DESIGN SERVICES INFORMATION SHEET from the column that represents the Total for Furniture from the Standard Delivery Item Listing and the row representing Zone 2 – University Region, for orders equal to or over \$100,000. The percentage is then multiplied by the Total Cost for Furniture from the Standard Delivery Item Listing. (See ITEM LISTING Statement in Terms and Conditions.)

% for Design Services		Total Bid for Furniture from the Standard Item listing	Total Amount For DESIGN SERVICES	
5%	X	<u>\$ 19,747.46</u>	=	<u>\$987.37</u>

% for Design Services		Total Bid for Furniture from the Express Item listing	Total Amount for DESIGN SERVICES	
5%	X	<u>\$23,050.58</u>	=	<u>\$1,152.53</u>



APPENDIX C PRICING SHEETS

INSTALLATION CALCULATION SHEET— DUAL AWARD

Indicated below are the installation charges to install the six-workstation cluster on the attached **Appendix F - "Workstation Cluster"**. This figure is first expressed as a percentage (%), taken from the **INSTALLATION SERVICES INFORMATION SHEET** from the column that represents the Total for Furniture from the Standard Delivery Item Listing and the row representing Zone 2 – University Region, for orders equal to or over \$100,000. The percentage is then multiplied by the Total for Furniture from the Standard Delivery Item Listing. (See ITEM LISTING Statement in Terms and Conditions.) Hourly rates are based on the prevailing wage rate for Carpenter per level of installation multiplied by the hours from the time study for the services indicated below.

Install Conditions

1. Total hourly rates are based on the prevailing wage rate for **Carpenter**, for Zone 2, for orders over \$100,000.
2. **Please Note:** Prevailing wage is required on **all** State projects on this contract. Therefore, hourly rates are based upon the contractor paying prevailing wage rates.
3. During this contract, projects may utilize a combination of Carpenters and Laborers. This combination will be mutually decided between the State and the contractor.

First Level % for Install Services	X	Total Bid for Furniture From the Standard Item listing	=	Total Amount for INSTALL SERVICES
13%		\$ 19,747.46		\$2,567.17
First Level % for Install Services	X	Total Bid for Furniture from the Express Item listing	=	Total Amount for INSTALL SERVICES
13%		\$ 23,050.58		\$2,996.57
Hourly Rate For Second Level for P.W. Carpenter only	X	Time Study/Mock-Up	=	Total Amount for INSTALL SERVICES
\$61.00		26.25 hours (Actual hours from 2 nd mock-up)		\$1,601.25
Hourly Rate For Third Level for P.W. Carpenter only	X	Time Study/Mock-Up	=	Total Amount for INSTALL SERVICES
\$61.00		49.50 hours		\$3,019.50
Hourly Rate For Fourth Level for P.W. Carpenter only	X	Time Study/Mock-Up	=	Total Amount for INSTALL SERVICES
\$61.00		7.5 hours		\$ 457.50



INSTALLATION CALCULATION SHEET- DUAL AWARD
(Continued)

Hourly Rate For Fifth Level for P.W. Carpenter only		Time Study/Mock-Up		Total Amount for INSTALL SERVICES
\$61.00	X	19.25 hours	=	\$ 1,174.25

Note: There shall be no inside delivery charges on orders that included INSTALLATION since unloading the furniture is a part of the installation process.



APPENDIX C PRICING SHEETS

REFURBISH SERVICES CALCULATION SHEET – DUAL AWARD

Indicated below are the charges the state would incur from the contractor to perform specified services relating to refurbishing existing furniture. Costs for these services are estimated on the six-workstation cluster on the attached **Appendix F** - "Workstation Cluster. The hourly rate per level of service is multiplied by the hours from the time study for the services indicated below.

<u>Hourly Rate for Clean Service</u>		Time Study		Total Amount for SERVICE
\$61.00	X	12 hours	=	\$732.00
<u>Hourly Rate for Re-Fabric Service</u>		Time Study		Total Amount for SERVICE
\$61.00	X	36 hours	=	\$2,196.00
<u>Hourly Rate for Re-laminate Service</u>		Time Study		Total Amount for SERVICE
\$61.00	X	30 hours	=	\$1,830.00
<u>Hourly Rate for Re-Paint Service</u>		Time Study		Total Amount for SERVICE
\$61.00	X	75 hours	=	\$4,575.00
<u>Hourly Rate Re-fabric, clean Service</u>		Time Study		Total Amount for SERVICE
\$61.00	X	48 hours	=	\$2,928.00
<u>Hourly Rate Re-fabric, Re-laminate, clean Service</u>		Time Study		Total Amount for SERVICE
\$61.00	X	78 hours	=	\$4,758.00
<u>Hourly Rate Re-fabric, Re-laminate, re-paint, clean Service</u>		Time Study		Total Amount for SERVICE
\$61.00	X	153 hours	=	\$9,333.00

*Note: Based on Prevailing Wage Carpenter



APPENDIX C PRICING SHEETS

REFURBISHED LATERAL FILE PRICING SHEET – DUAL AWARD

Manufacturer: Haworth

Series Name: 950 Series

The percentage (%) off list price by geographic area for each delivery option.

Delivery Option	Zone 1 Metro Region	Zone 2 University Region	Zone 3 S. W. Region	Zone 4 Bay Region	Zone 5 North Region	Zone 6 Superior Region
Drop-Ship	69%	71%	71%	71%	71%	71%
Inside Delivery	68%	68%	68%	68%	68%	68%
Delivered & Installed	66%	66%	66%	66%	64%	49%

The 1% Administrative Fee has been deducted and reflected in the discounts stated above.

The State of Michigan also plans to include several accessory items on this Contract, such as laminate tops, counter weights, posting shelves, additional dividers, hanging folder frames, half height drawers, and card tray inserts. Please note that these items may be included on the Contract based on the same discount indicated for each category of file cabinet in each zone.

REFURBISHED LATERAL FILE CABINETS ITEM LISTING

Indicated below are the charges required to deliver and install the items on the attached Lateral File Item Listing. This figure is first expressed as a dollar figure, taken from the Lateral File Pricing Sheet, the column that represents the Delivered and Installed for Zone 2 – University Region.

The date of the manufacturer's printed list price/catalog used to calculate the price for each item on the attached Item Listings.

June 2005



APPENDIX C PRICING SHEETS

RE-FURBISHED LATERAL FILE CABINETS ITEM LISTING

TYPE 2 - Lateral File Cabinet. Roll-out shelf, per the attached specifications.

<u>Item</u>	<u>Unit</u>	<u>Commodity #</u>	<u>Description</u>	<u>Unit Price</u>
1.	Each	425-40-52-0501	30" width, Two openings high. Without lift-up receding doors; Without lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-230-NRCD	\$257.07
	Each	425-40-52-709	With lift-up receding doors; With lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-230-LRCD	\$272.91
2.	Each	425-40-52-2408	36" width; Four openings high. With lift-up receding doors; Without lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-436-NR0D	\$447.15
	Each	425-40-52-2507	With lift-up receding doors; With lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-436-LR0D	\$462.99
3.	Each	425-40-52-4008	42" width; Five openings high. With lift-up receding doors; Without lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-542-NR0D	\$610.50
	Each	425-40-52-4008	With lift-up receding doors; With lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-542-LR0D	\$626.34



TYPE 3 Lateral File Cabinet. Roll-out drawer (fixed front), per the attached specifications.

<u>Item</u>	<u>Unit</u>	<u>Commodity #</u>	<u>Description</u>	<u>Unit Price</u>
4.	Each	425-40-53-0500	30" width. Two openings high. Without lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-230-NDCD	\$257.07
	Each	425-40-53-0609	With lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-230-LDCD	\$272.91
5.	Each	425-40-53-1706	36" width. Four openings high. Without lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-436-ND0D	\$447.15
	Each	425-40-53-1805	With lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-436-LD0D	\$462.99
6.	Each	425-40-53-2704	42" width. Five openings high. Top opening shall be a roll-out shelf with lift-up receding door Without lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-542-ND0D	\$610.50
	Each	425-40-53-2803	With lock. With three (3) shelf dividers per opening. Make: 950 Series Model: LFSS-542-LD0D	\$626.34



**APPENDIX C
PRICING SHEETS**

ADDITIONAL INFORMATION SHEET

Indicated below is the project coordination charge (see **PROJECT COORDINATION** Statement in the attached terms and conditions). This project coordination charge is expressed as a dollar amount per hour:

\$42.00 per hour

Warranty levels:

Please refer to the Warranty located in Appendix K.

All of the above warranties MUST also include labor costs.

Cost for **storage per square foot per day** beyond seven (7) calendar days after the agreed upon delivery date.

\$.03 per foot per day

The person(s) responsible for administering this Contract:

NAME: Larry Johnson

NAME: Marie Broxholm

TITLE: Contract Administrator

TITLE: Customer Service Representative

PHONE: (517) 290-1643

PHONE: (517) 485-3200 / (800) 968-1324

E-MAIL: larry.johnson@dbiyes.com

E-MAIL: marie.broxholm@dbiyes.com

Indicated below is the address where orders shall be placed. Agencies can call the contact below with general questions about orders already place, scheduled delivery dates, etc.:

DBI Business Interiors (company name)

912 East Michigan Ave. (address)

Attn: Larry Johnson (contact person)

(517) 290-1643 (telephone number)



APPENDIX D

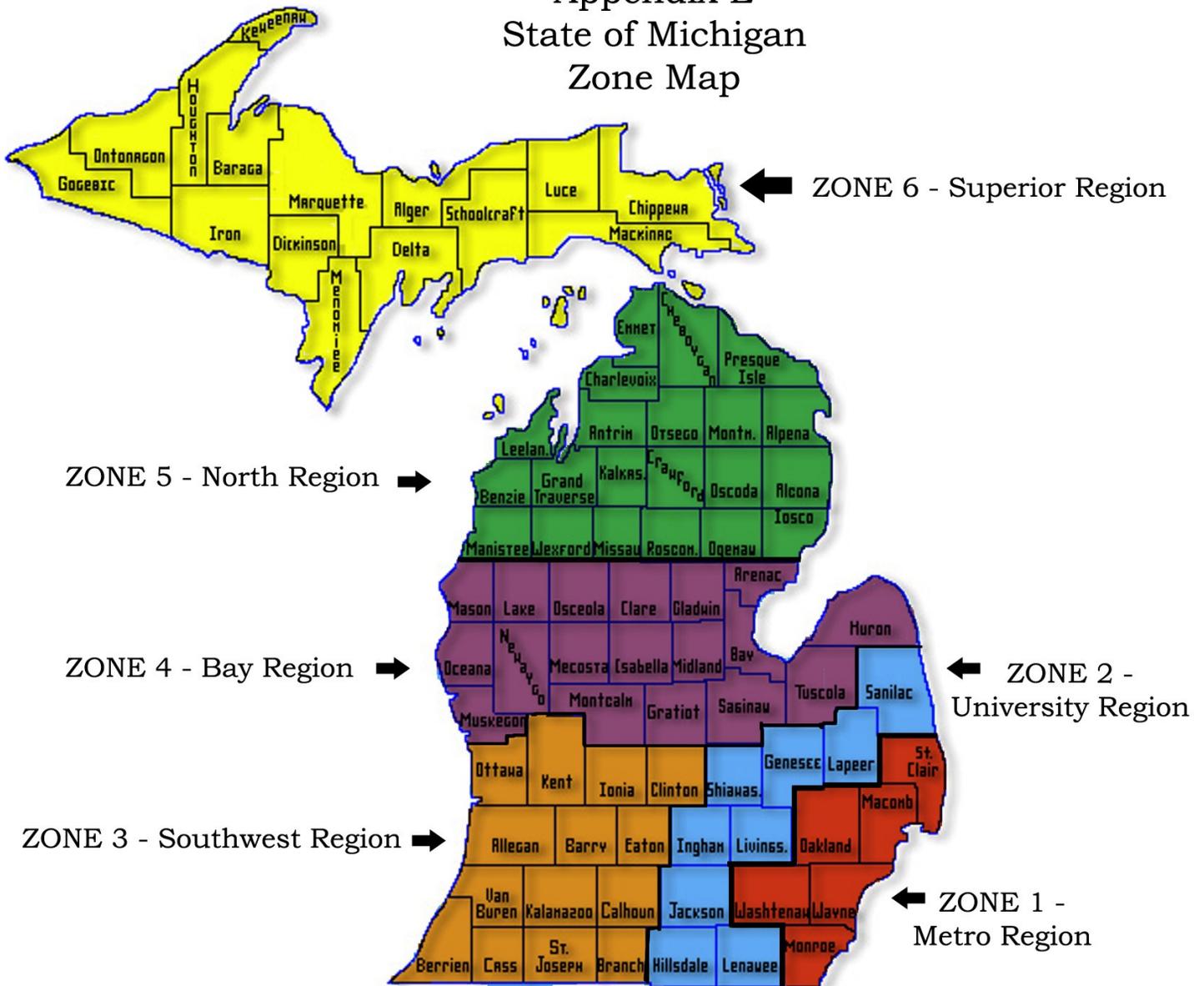
FOR THE AGENCY BUYER LIST

CLICK ON THE LINK BELOW:
[HTTP://WWW.MICHIGAN.GOV/BUYMICHIGANFIRST](http://www.michigan.gov/buymichiganfirst)

SELECT: CONTACT US
SELECT: Other Executive Agencies' Buyer List



Appendix E State of Michigan Zone Map





APPENDIX G



STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNORDEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSINGKEITH W. COOLEY
DIRECTOR

REQUIREMENTS OF THE PREVAILING WAGES ON STATE PROJECTS ACT, PUBLIC ACT 166 OF 1965

The Michigan Department of Labor & Economic Growth determines prevailing rates pursuant to the Prevailing Wages on State Projects Act, Public Act 166 of 1965, as amended. The purpose of establishing prevailing rates is to provide minimum rates of pay that must be paid to workers on construction projects for which the State or a school district is the contracting agent and which is financed or financially supported by the State. By law, prevailing rates are compiled from the rates contained in collectively bargained agreements which cover the locations of the State projects. The attached prevailing rates provide an hourly rate which includes wage and fringe benefit totals for designated construction mechanic classifications. The overtime rates also include wage and fringe benefit totals. Please pay special attention to the overtime and premium pay requirements. Prevailing wage is satisfied when wages plus fringe benefits paid to a worker are equal to or greater than the required rate.

State of Michigan responsibilities under the law:

- The department establishes the prevailing rate for each classification of construction mechanic requested by a contracting agent prior to contracts being let out for bid on a State project.

Contracting agent responsibilities under the law:

- If a contract is not awarded or construction does not start within 90 days of the date of the issuance of rates, a re-determination of rates must be requested by the contracting agent.
- Rates for classifications needed but not provided on the Prevailing Rate Schedule, including rates for registered apprentices, must be obtained prior to contracts being let out for bid on a State project.
- The contracting agent, by written notice to the contractor and the sureties of the contractor known to the contracting agent, may terminate the contractor's right to proceed with that part of the contract, for which less than the prevailing rates of wages and fringe benefits have been or will be paid, and may proceed to complete the contract by separate agreement with another contractor or otherwise, and the original contractor and his sureties shall be liable to the contracting agent for any excess costs occasioned thereby.

Contractor responsibilities under the law:

- Every contractor and subcontractor shall keep posted on the construction site, in a conspicuous place, a copy of all prevailing wage and fringe benefit rates prescribed in a contract.
- Every contractor and subcontractor shall keep an accurate record showing the name and occupation of and the actual wages and benefits paid to each construction mechanic employed by him in connection with said contract. This record shall be available for reasonable inspection by the contracting agent or the department.
- Each contractor or subcontractor is separately liable for the payment of the prevailing rate to its employees.
- The prime contractor is responsible for advising all subcontractors of the requirement to pay the prevailing rate prior to commencement of work.
- The prime contractor is secondarily liable for payment of prevailing rates that are not paid by a subcontractor.
- A construction mechanic shall only be paid the apprentice rate if registered with the United States Department of Labor, Bureau of Apprenticeship and Training and the rate is included in the contract.

Enforcement:

A person who has information of an alleged prevailing wage violation on a State project may file a complaint with the Wage & Hour Division. The department will investigate and attempt to resolve the complaint informally. During the course of an investigation, if the requested records and posting certification are not made available in compliance with Section 5 of Act 166, the investigation will be concluded and a referral to the Office of Prosecuting Attorney for criminal action under Section 7 and/or the Office of Attorney General for civil action will be made. The Office of Attorney General will pursue costs and fees associated with a lawsuit if filing is necessary to obtain records.

A violation of Act 166 may result in the contractor's name being added to the Prevailing Wage Act Violators List published on the division's website, updated monthly. This list includes the names and addresses of contractors and



subcontractors the division has found in violation of Act 166 based on complaints from individuals and third parties. The Prevailing Wage Act Violators List is intended to inform contracting agents of contractors that have violated Act 166 for use in determining who should receive State-funded projects.



APPENDIX H OVERTIME PROVISIONS FOR MICHIGAN PREVAILING WAGE RATE SCHEDULE



MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH WAGE & HOUR DIVISION OVERTIME PROVISIONS for MICHIGAN PREVAILING WAGE RATE SCHEDULE

1. Overtime is represented as a nine character code. Each character represents a certain period of time after the first 8 hours Monday thru Friday.

	Monday thru Friday	Saturday	Sunday & Holidays
First 8 Hours		4	8
9th Hour	1	5	
10th Hour	2	6	
Over 10 hours	3	7	

Overtime for Monday thru Friday after 8 hours:

the 1st character is for time worked in the 9th hour (8.1 - 9 hours)

the 2nd character is for time worked in the 10th hour (9.1 - 10 hours)

the 3rd character is for time worked beyond the 10th hour (10.1 and beyond)

Overtime on Saturday:

the 4th character is for time worked in the first 8 hours on Saturday (0 - 8 hours)

the 5th character is for time worked in the 9th hour on Saturday (8.1 - 9 hours)

the 6th character is for time worked in the 10th hour (9.1 - 10 hours)

the 7th character is for time worked beyond the 10th hour (10.01 and beyond)

Overtime on Sundays & Holidays

The 8th character is for time worked on Sunday or on a holiday

The last character indicates if an optional 4-day 10-hour per day workweek can be worked without paying overtime after 8 hours worked.

2. Overtime Indicators Used in the Overtime Provision:

H - means TIME AND ONE-HALF due

X - means TIME AND ONE-HALF due after 40 HOURS worked

D - means DOUBLE PAY due

Y - means YES an optional 4-day 10-hour per day workweek can be worked without paying overtime after 8 hours worked

N - means NO an optional 4-day 10-hour per day workweek *can not* be worked without paying overtime after 8 hours worked



3. EXAMPLES:

HHHHHHHDN - This example shows that the 1½ rate must be used for time worked after 8 hours Monday thru Friday (*characters 1 - 3*); for all hours worked on Saturday, 1½ rate is due (*characters 4 - 7*). Work done on Sundays or holidays must be paid double time (*character 8*). The N (*character 9*) indicates that 4 ten-hour days is not an acceptable workweek at regular pay.

XXXHHHHDY - This example shows that the 1½ rate must be used for time worked after 40 hours are worked Monday thru Friday (*characters 1-3*); for hours worked on Saturday, 1½ rate is due (*characters 4 – 7*). Work done on Sundays or holidays must be paid double time (*character 8*). The Y (*character 9*) indicates that 4 ten-hour days is an acceptable alternative workweek.

(REV 05/07/04)



JENNIFER M. GRANHOLM
GOVERNOR

Michigan Department of Labor & Economic Growth
Wage & Hour Division
PO Box 30476
Lansing, MI 48909-7976
517.335.0400
www.michigan.gov/wagehour



KEITH W. COOLEY
DIRECTOR

**Informational Sheet: Prevailing Wages on State Projects
General Information Regarding Fringe Benefits**

Certain fringe benefits **may** be credited toward the payment of the Prevailing Wage Rate:

- If a fringe benefit is paid directly to a construction mechanic
- If a fringe benefit contribution or payment is made on behalf of a construction mechanic
- If a fringe benefit, which may be provided to a construction mechanic, is pursuant to a written contract or policy
- If a fringe benefit is paid into a fund, for a construction mechanic

When a fringe benefit is not paid by an hourly rate, the hourly credit will be calculated based on the annual value of the fringe benefit divided by 2080 hours per year (52 weeks @ 40 hours per week).

The following is an example of the types of fringe benefits allowed and how an hourly credit is calculated:

Vacation	40 hours X \$14.00 per hour = \$560/2080 =	\$.27
Dental insurance	\$31.07 monthly premium X 12 mos. = \$372.84 /2080 =	\$.18
Vision insurance	\$5.38 monthly premium X 12 mos. = \$64.56/2080 =	\$.03
Health insurance	\$230.00 monthly premium X 12 mos. = \$2,760.00/2080 =	\$1.33
Life insurance	\$27.04 monthly premium X 12 mos. = \$324.48/2080 =	\$.16
Tuition	\$500.00 annual cost/2080 =	\$.24
Bonus	4 quarterly bonus/year x \$250 = \$1000.00/2080 =	\$.48
401k Employer Contribution	\$2000.00 total annual contribution/2080 =	\$.96
Total Hourly Credit		\$3.65

Other examples of the types of fringe benefits allowed:

- Sick pay
- Holiday pay
- Accidental Death & Dismemberment insurance premiums

The following are examples of items that **will not** be credited toward the payment of the Prevailing Wage Rate

- Legally required payments, such as:
 - Unemployment Insurance payments
 - Workers' Compensation Insurance payments
 - FICA (Social Security contributions, Medicare contributions)
- Reimbursable expenses, such as:
 - Clothing allowance or reimbursement
 - Uniform allowance or reimbursement
 - Gas allowance or reimbursement
 - Travel time or payment
 - Meals or lodging allowance or reimbursement
 - Per diem allowance or payment
- Other payments to or on behalf of a construction mechanic that are not wages or fringe benefits, such as:
 - Industry advancement funds
 - Financial or material loans



**APPENDIX I
OFFICIAL 2008 PREVAILING WAGE RATES**

State of Michigan
Department of Labor and Economic Growth

Wage and Hour Division
6546 Mercantile Way, Suite 5
PO Box 30476
Lansing, MI 48909-7976
Telephone: 517-335-0400
TTY: 517-373-7489
Fax: 517-335-0077
www.michigan.gov/wagehour

Official Request #: 010208
Requestor: Mich Dept of Management & Budget
Project Description: Re-furbished Open Space Furniture Bid
Project Number: #071I6200036

Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008
Contract must be awarded by: 4/1/2008
Page 1 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Carpenter Carpenter		CA-100	\$32.60	\$44.24	\$55.88	H H H X H H H D N
	Apprentice Rates:					
	1st year		\$18.96	\$24.61	\$30.26	
	2nd year		\$21.69	\$28.47	\$35.25	
	3rd year		\$25.78	\$34.25	\$42.73	
	4th year		\$28.51	\$38.12	\$47.72	
	<i>Rate Applies To The Following</i>					
Allegan Newaygo	Barry Oceana	Kent Osceola	Lake Ottawa	Mason	Mecosta	Montcalm Muskegon
Carpenter Floor layer		CA1004FL	\$31.02	\$41.92	\$52.82	H H H H H H H D Y
	Apprentice Rates:					
	1st Year		\$22.30	\$28.84	\$35.38	
	2nd Year		\$24.48	\$32.11	\$39.74	
	3rd Year		\$26.66	\$35.38	\$44.10	
	4th Year		\$27.75	\$37.02	\$46.28	
	<i>Rate Applies To The Following</i>					
Clinton Livingston--	Eaton	Ingham	Ionia	Jackson	Lenawee	Livingston
-The townships of Conway, Cochochtah, Handy, Howell, Iosco & Marion						

Official Request #: 010208
Requestor: Mich Dept of Management & Budget
Project Description: Re-furbished Open Space Furniture Bid
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Printed: 1/2/2008
Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 2 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Carpenter Carpenter & piledriver		CA1004J	\$34.67	\$46.97	\$59.27	H H H H H H H D Y
	Apprentice Rates:					
	1st Year		\$24.83	\$32.21	\$39.59	
	2nd Year		\$27.29	\$35.90	\$44.51	
	3rd Year		\$29.75	\$39.59	\$49.43	
	4th Year		\$30.98	\$41.43	\$51.89	
<i>Rate Applies To The Following</i>						
Jackson	Lenawee					
Carpenter Carpenter, piledriver		CA1004L	\$35.47	\$48.17	\$60.87	H H H H H H H D Y
	Apprentice Rates:					
	1st Year		\$25.31	\$32.93	\$40.55	
	2nd Year		\$27.85	\$36.74	\$45.63	
	3rd Year		\$30.39	\$40.55	\$50.71	
	4th Year		\$31.66	\$42.45	\$53.25	
<i>Rate Applies To The Following</i>						
Clinton	Eaton	Ingham	Ionia	Livingston		
Eaton-- -All Twps EXCEPT Bellevue, Kalamo, Vermontville, and Walton						
Ionia-- -Twps of Danby, Orange, Portland, and Sebewa						
Livingston-- -Twps of Conway, Cohoctah, Handy, Howell, Iosco, and Marion						
Carpenter Floor Layer		CA-100FL	\$26.76	\$35.67	\$44.57	H H H H H H H D N
	Apprentice Rates:					
	1st year		\$17.85	\$22.30	\$26.75	
	2nd year		\$20.53	\$26.32	\$32.11	
	3rd year		\$22.31	\$28.99	\$35.67	
	4th year		\$24.09	\$31.66	\$39.23	
<i>Rate Applies To The Following</i>						
Allegan	Barry	Kent	Lake	Mason	Mecosta	Montcalm
Newaygo	Oceana	Osceola	Ottawa			Muskegon

Official Request #: 010208
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Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 3 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision	
			Straight Hourly	Time and a Half	Double time		
Carpenter		CA1045	\$40.22	\$56.42	\$72.61	H H H H D D D D N	
Carpet and Resilient Floor Layer, (does not include installation of prefabricated formica & parquet flooring which is to be paid carpenter rate)							
Apprentice Rates:							
	1st 6 months		\$20.93	\$25.25	\$31.05		
	2nd 6 months		\$24.02	\$31.26	\$39.07		
	3rd 6 months		\$25.64	\$33.59	\$42.17		
	4th 6 months		\$27.26	\$35.95	\$45.33		
	5th 6 months		\$28.87	\$38.28	\$48.43		
	6th 6 months		\$30.50	\$40.64	\$51.57		
	7th 6 months		\$32.11	\$42.96	\$54.67		
	8th 6 months		\$33.73	\$45.30	\$57.79		
<u>Rate Applies To The Following</u>							
Genesee Washtenaw	Lapeer Wayne	Livingston	Macomb	Monroe	Oakland	Sanilac	St. Clair
Livingston-- -All EXCEPT Twps of Conway, Cohochtah, Handy, Howell, Iosco, and Marion							
Carpenter		CA1510-C	\$33.57	\$45.48	\$57.39	H H D H H H D D Y	
Carpenter, Drywall Taper & Finisher, & Floor Layer							
Apprentice Rates:							
	1st 6 months		\$26.08	\$33.53	\$40.97		
	2nd 6 months		\$27.32	\$35.39	\$43.45		
	3rd 6 months		\$28.56	\$37.25	\$45.93		
	4th 6 months		\$29.80	\$39.11	\$48.41		
	5th 6 months		\$31.05	\$40.98	\$50.91		
	6th 6 months		\$32.29	\$42.84	\$53.39		
	7th 6 months		\$33.53	\$44.70	\$55.87		
	8th 6 months		\$34.77	\$46.56	\$58.35		
<u>Rate Applies To The Following</u>							
Alger Keweenaw	Baraga Luce	Chippewa Mackinac	Delta Marquette	Dickinson Menominee	Gogebic Ontonagon	Houghton Schoolcraft	Iron

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

Project Description: Re-furbished Open Space Furniture Bid

Project Number: #071I6200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 4 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision	
			Straight Hourly	Time and a Half	Double time		
Carpenter Piledriver		CA1510-P	\$33.77	\$45.78	\$57.79	H H D H H H D D Y	
	Apprentice Rates:						
	1st 6 months		\$26.20	\$33.71	\$41.21		
	2nd 6 months		\$27.45	\$35.58	\$43.71		
	3rd 6 months		\$28.70	\$37.45	\$46.21		
	4th 6 months		\$29.95	\$39.33	\$48.71		
	5th 6 months		\$31.21	\$41.22	\$51.23		
	6th 6 months		\$32.46	\$43.09	\$53.73		
	7th 6 months		\$33.71	\$44.97	\$56.23		
	8th 6 months		\$34.96	\$46.85	\$58.73		
<i>Rate Applies To The Following</i>							
Alger Keweenaw	Baraga Luce	Chippewa Mackinac	Delta Marquette	Dickinson Menominee	Gogebic Ontonagon	Houghton Schoolcraft	Iron
Carpenter Carpenter and Floor Layer		CA202	\$29.67	\$40.34	\$51.00	H H H H H H H D Y	
	Apprentice Rates:						
	1st year		\$20.03	\$25.38	\$30.73		
	2nd year		\$22.21	\$28.62	\$35.04		
	3rd year		\$25.48	\$33.50	\$41.52		
	4th year		\$27.66	\$36.75	\$45.84		
<i>Rate Applies To The Following</i>							
Alcona Grand Traverse Presque Isle	Alpena Kalkaska Roscommon	Antrim Leelanau Wexford	Benzie Manistee	Charlevoix Missaukee	Cheboygan Montmorency	Crawford Oscoda	Emmet Otsego

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

Project Description: Re-furbished Open Space Furniture Bid

Project Number: #071B6200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 5 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Carpenter Piledriver		CA202PD	\$30.32	\$41.30	\$52.28	H H H H H H H D Y
	Apprentice Rates:					
	1st Year		\$20.35	\$25.86	\$31.36	
	2nd Year		\$22.59	\$29.20	\$35.80	
	3rd Year		\$25.97	\$34.23	\$42.49	
	4th Year		\$28.21	\$37.57	\$46.93	
<i>Rate Applies To The Following</i>						
Alcona Grand Traverse Presque Isle	Alpena Kalkaska Roscommon	Antrim Leelanau Wexford	Benzie Manistee	Charlevoix Missaukee	Cheboygan Montmorency	Crawford Oscoda Emmet Otsego
Carpenter Carpenter & Piledriver		CA-525	\$32.15	\$43.93	\$55.71	H H H H H H H D N
	Apprentice Rates:					
	1st year		\$19.39	\$25.28	\$31.17	
	2nd year		\$22.22	\$29.29	\$36.36	
	3rd year		\$26.47	\$35.31	\$44.15	
	4th year		\$29.29	\$39.30	\$49.32	
<i>Rate Applies To The Following</i>						
Berrien St. Joseph	Branch Van Buren	Calhoun	Cass	Eaton	Hillsdale	Ionia Kalamazoo
Eaton-- -the townships of Bellevue, Kalamo, Vermontville & Walton only						
Ionia-- -not included - townships of Danby, Orange, Portland & Sebawa						
Carpenter Floor Layer		CA-525-FL	\$25.76	\$34.87	\$43.97	H H H H H H H D N
	Apprentice Rates:					
	1st year		\$17.85	\$22.30	\$26.75	
	2nd year		\$20.53	\$26.32	\$32.11	
	3rd year		\$22.31	\$28.99	\$35.67	
	4th year		\$24.09	\$31.66	\$39.23	
<i>Rate Applies To The Following</i>						
Berrien	Branch	Calhoun	Cass	Hillsdale	Kalamazoo	St. Joseph Van Buren

Official Request #: 010208
 Requestor: Mich Dept of Management & Budget
 Project Description: Re-furbished Open Space Furniture Bid
 Project Number: #071I6200036

Printed: 1/2/2008
 Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 6 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Carpenter Carpenter, piledriver		CA687Z1	\$44.37	\$62.97	\$81.56	H H D H D D D D Y
	Apprentice Rates:					
	1st Year		\$27.63	\$37.85	\$48.08	
	3rd 6 months		\$29.49	\$40.65	\$51.80	
	4th 6 months		\$31.34	\$43.42	\$55.50	
	5th 6 months		\$33.21	\$46.23	\$59.24	
	6th 6 months		\$35.08	\$49.03	\$62.98	
	7th 6 months		\$36.92	\$51.79	\$66.66	
	8th 6 months		\$38.80	\$54.61	\$70.42	
<i>Rate Applies To The Following.</i>						
Macomb	Monroe	Oakland	St. Clair	Wayne		
Carpenter Carpenter, piledriver		CA687Z2	\$43.87	\$62.21	\$80.55	H H D H D D D D Y
	Apprentice Rates:					
	1st year		\$27.36	\$37.45	\$47.54	
	3rd 6 months		\$29.20	\$40.21	\$51.22	
	4th 6 months		\$31.02	\$42.94	\$54.86	
	5th 6 months		\$32.86	\$45.70	\$58.54	
	6th 6 months		\$34.69	\$48.45	\$62.20	
	7th 6 months		\$36.53	\$51.21	\$65.88	
	8th 6 months		\$38.37	\$53.97	\$69.56	
<i>Rate Applies To The Following.</i>						
Livingston	Sanilac	Washtenaw				
Livingston-- -Twps of Brighton, Deerfield, Genoa, Green Oak, Hamburg, Hartland, Osceola, Putnam, Tyrone, and Unadilla						
Carpenter Carpenter, Floor layer, Acoustical Ceiling Tile Erector, Piledriver		CA706F	\$35.85	\$48.65	\$61.44	H H H H H H H D Y
	Apprentice Rates:					
	1st year		\$24.78	\$31.19	\$37.60	
	2nd year		\$29.91	\$38.88	\$47.86	
	3rd year		\$31.19	\$40.80	\$50.42	
	4th year		\$33.75	\$44.64	\$55.54	
<i>Rate Applies To The Following.</i>						
Genesee	Lapeer	Shiawassee				

Official Request #: 010208

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Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 7 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Carpenter		CA706Z4-CA	\$35.25	\$47.76	\$60.27	H H H H H H H D Y
	Carpenter, floor layer, acoustical ceiling tile erector, piledriver					
	Apprentice Rates:					
	1st year		\$24.46	\$30.73	\$37.00	
	2nd year		\$29.48	\$38.26	\$47.04	
	3rd year		\$30.73	\$40.14	\$49.54	
	4th year		\$33.24	\$43.90	\$54.56	
	<i>Rate Applies To The Following</i>					
Arenac Midland	Bay Ogemaw	Clare Saginaw	Gladwin Tuscola	Gratiot	Huron Iosco	Isabella
Electrician		EC-1070-A85	\$42.55	\$56.85	\$71.15	H H H H D D D D Y
	Inside wireman for work above \$85,000					
	Apprentice Rates:					
	1st period		\$25.77	\$32.92	\$40.07	
	2nd period		\$28.63	\$37.21	\$45.79	
	3rd period		\$31.49	\$41.51	\$51.51	
	4th period		\$36.83	\$48.27	\$59.71	
	5th period		\$38.27	\$50.43	\$62.59	
	6th period		\$39.69	\$52.56	\$65.43	
	<i>Rate Applies To The Following</i>					
Alger	Chippewa	Luce	Mackinac	Marquette		
Electrician		EC-1070-B85	\$40.47	\$53.73	\$66.99	H H H H D D D D Y
	Inside wireman for work below \$85,000					
	Apprentice Rates:					
	1st period		\$24.73	\$31.36	\$37.99	
	2nd period		\$27.38	\$35.34	\$43.29	
	3rd period		\$30.03	\$39.32	\$48.59	
	4th period		\$35.17	\$45.78	\$56.39	
	5th period		\$36.50	\$47.78	\$59.05	
	6th period		\$37.82	\$49.75	\$61.69	
	<i>Rate Applies To The Following</i>					
Alger	Chippewa	Luce	Mackinac	Marquette		

Official Request #: 010208

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Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 8 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Electrician		EC-131-IW	\$37.72	\$54.02	\$70.32	H H H H H H H D Y
Inside Wireman						
	Apprentice Rates:					
	0-1000 hours		\$16.40	\$22.18	\$27.95	
	1000-2000 hours		\$17.83	\$24.32	\$30.81	
	2000-3500 hours		\$21.15	\$29.17	\$37.18	
	3500-5000 hours		\$22.59	\$31.32	\$40.06	
	5000-6500 hours		\$25.51	\$35.71	\$45.90	
	6500-8000 hours		\$28.42	\$40.07	\$51.72	
	<i>Rate Applies To The Following.</i>					
Allegan	Barry	Kalamazoo	St. Joseph	Van Buren		
Allegan-- -Townships of Saugatuck, Manlius, Heath, Monterey, Lee, Clyde, Hopkins, Wayland, Ganges, Valley, Allegan, Watson, Martin, Casco, Otsego, Cheshire, Trowbridge and Gunplain ONLY						
Barry-- -Townships of Barry, Yankee Springs, Rutland, Orangeville, Hope and Prairieville ONLY						
Electrician		EC-153-IW	\$43.17	\$58.02	\$72.87	H H H H H H H D Y
Inside Wireman						
	Apprentice Rates:					
	0-1000 hours		\$18.36	\$24.31	\$30.24	
	1000-2000 hours		\$19.84	\$26.53	\$33.20	
	2000-3500 hours		\$28.24	\$36.41	\$44.58	
	3500-5000 hours		\$31.56	\$41.21	\$50.86	
	5000-6500 hours		\$34.87	\$46.01	\$57.14	
	6500-8000 hours		\$38.20	\$50.82	\$63.45	
	<i>Rate Applies To The Following.</i>					
Berrien	Cass					
Electrician		EC-219-ZA-a	\$41.33	\$55.20	\$69.06	H H H H H H H D Y
Inside wireman for work above \$130,000 total value						
	Apprentice Rates:					
	0-1,000 hours		\$21.33	\$27.57	\$33.81	
	1,000-2,000 hours		\$24.96	\$31.89	\$38.82	
	2,000 - 3,500 hours		\$27.74	\$36.06	\$44.38	
	3,500-5,000 hours		\$30.51	\$40.21	\$49.92	
	5,000 - 6,500 hours		\$33.28	\$44.37	\$55.46	
	6,500 - 8,000 hours		\$36.06	\$48.54	\$61.02	
	<i>Rate Applies To The Following.</i>					
Dickinson	Iron					

Official Request #: 010208

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Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 9 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Electrician		EC-219-ZA-b	\$39.04	\$51.77	\$64.49	H H H H H H H D Y
	Inside wireman for work below 130,000 total value.					
	Apprentice Rates:					
	0 - 1,000 hours		\$20.30	\$26.03	\$31.75	
	1,000 - 2 000 hours		\$23.82	\$30.18	\$36.54	
	2,000 - 3,500 hours		\$26.37	\$34.01	\$41.64	
	3,500 - 5,000 hours		\$28.91	\$37.82	\$46.72	
	5,000 - 6,500 hours		\$31.46	\$41.64	\$51.82	
	6,500 - 8,000 hours		\$34.01	\$46.79	\$58.68	
<i>Rate Applies To The Following</i>						
Dickinson	Iron					
Electrician		EC-219-ZB-a	\$41.33	\$55.20	\$69.06	H H H H H H H D Y
	Inside wireman for work above \$130,000 total value.					
	Apprentice Rates:					
	6,500-8,000 hours		\$36.06	\$48.54	\$61.02	
	0-1,000 hours		\$21.33	\$27.57	\$33.81	
	1,000-2,000 hours		\$24.96	\$31.89	\$38.82	
	2,000-3,500 hours		\$27.74	\$36.06	\$44.38	
	3,500-5,000 hours		\$30.51	\$40.21	\$49.92	
	5,000-6,500 hours		\$33.28	\$44.37	\$55.46	
<i>Rate Applies To The Following</i>						
Baraga	Gogebic	Houghton	Keweenaw	Ontonagon		
Electrician		EC-219-ZB-b	\$36.78	\$48.37	\$59.96	H H H H H H H D Y
	Inside wireman for work below \$130,000 total value.					
	Apprentice Rates:					
	0-1,000 hours		\$19.28	\$24.50	\$29.71	
	1,000-2,000 hours		\$22.69	\$28.49	\$34.28	
	2,000-3,500 hours		\$25.00	\$31.95	\$38.90	
	3,500-5,000 hours		\$27.33	\$35.45	\$43.56	
	5,000-6,500 hours		\$29.64	\$38.91	\$48.18	
	6,500-8,000 hours		\$31.96	\$42.39	\$52.82	
<i>Rate Applies To The Following</i>						
Baraga	Gogebic	Houghton	Keweenaw	Ontonagon		

Official Request #: 010208

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Project Description: Re-furbished Open Space Furniture Bid

Project Number: #071I6200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 10 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Electrician Inside wireman		EC-252-IW	\$52.79	\$72.84	\$92.88	H H D H D D D D N
	Apprentice Rates:					
	1st Period		\$28.21	\$35.97	\$43.72	
	2nd Period		\$32.74	\$42.76	\$52.78	
	3rd Period		\$36.76	\$48.80	\$60.82	
	4th Period		\$40.76	\$54.79	\$68.82	
	5th Period		\$44.77	\$60.81	\$76.84	
	6th Period		\$48.79	\$66.84	\$84.88	
	<i>Rate Applies To The Following.</i>					
Ingham	Jackson	Livingston	Washtenaw			
	Ingham-- -Townships of Onondaga, Leslie, Stockbridge and Bunker Hill ONLY.					
	Livingston-- -Townships of Unadilla, Putnam, Hamburg, and Green Oak ONLY.					
Electrician Inside Wireman		EC-275-IW	\$38.88	\$55.10	\$71.32	H H H H H H H D Y
	Apprentice Rates:					
	0-1000 hours		\$16.63	\$21.98	\$27.32	
	1000-2000 hours		\$17.97	\$23.99	\$30.00	
	2000-3500 hours		\$20.82	\$28.38	\$35.95	
	3500-5000 hours		\$22.20	\$30.46	\$38.71	
	5000-6500 hours		\$25.31	\$35.12	\$44.93	
	6500-8000 hours		\$32.12	\$44.86	\$57.60	
	<i>Rate Applies To The Following.</i>					
Allegan	Barry	Ionia	Isabella	Kent	Lake	Mason
Montcalm	Muskegon	Newaygo	Oceana	Osceola	Ottawa	Mecosta
	Allegan-- -Laketon, Fillmore, Overisel, Salem, Dorr & Leighton townships					
	Barry-- -Thornapple & Irving townships					
	Ionia-- -Otisco, Orleans, Ronald, N Plains, Keene, Easton, Ionia, Lyons, Boston, Berlin, Campbell & Odessa townships					
	Isabella-- -Coldwater, Gilmore, Sherman, Nottawa, Bloomfield, Deerfield, Rolland, & Fremont townships					
	Lake-- -Sweetwater, Webber, Cherry Valley, Pinora Lake, Yates, Pleasant Plains & Chase townships					
	Mason-- -Victory, Sherman, Sheridan, Hamlin, Amber, Pere Marquette, Custer, Branch, Summit, Riverton, Eden, & Logan townships					
	Osceola-- -Richmond, Hersey, Ewart, & Orient townships					

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Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 11 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Electrician		EC-445-IW	\$39.70	\$54.17	\$68.63	HHHHHHHDN
Journeyman Wireman						
	Apprentice Rates:					
	0-1,000 hours		\$18.26	\$24.78	\$31.29	
	1,001-2,000 hours		\$19.70	\$26.94	\$34.17	
	2,001-2,750 hours		\$25.48	\$33.97	\$42.45	
	2,751-3,500		\$26.94	\$35.63	\$44.31	
	3,501-4,250 hours		\$28.39	\$37.80	\$47.21	
	4,251-5,000 hours		\$29.84	\$39.98	\$50.11	
	5,001-5,750 hours		\$31.28	\$42.14	\$52.99	
	5,751-6,500 hours		\$32.73	\$44.31	\$55.89	
	6,501-7,250 hours		\$34.17	\$46.47	\$58.77	
	7,251-8,000 hours		\$35.62	\$48.65	\$61.67	

Rate Applies To The Following

Barry Branch Calhoun Eaton
 Barry-- -Townships of Carlton, Woodland, Hastings, Castleton, Baltimore, Maple Grove, Johnstown, and Assyria ONLY.
 Eaton-- -Townships of Sunfield, Vermontville, Kalamo, Bellevue, Walton, and Brookfield ONLY.

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Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 12 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Electrician		EC-498-IW	\$36.42	\$51.42	\$66.42	H H H H H H D D Y
Inside Wireman						
	Apprentice Rates:					
	Period 1		\$18.42	\$24.42	\$30.42	
	Period 2		\$19.92	\$26.67	\$33.42	
	Period 3		\$24.42	\$33.42	\$42.42	
	Period 4		\$27.42	\$37.92	\$48.42	
	Period 5		\$30.42	\$42.42	\$54.42	
	Period 6		\$31.92	\$44.67	\$57.42	

Rate Applies To The Following.

- | | | | | | | | |
|-----------|---------|------------|-----------|-------|-----------|---------|----------------|
| Antrim | Benzie | Charlevoix | Cheboygan | Clare | Crawford | Emmet | Grand Traverse |
| Kalkaska | Lake | Leelanau | Manistee | Mason | Missaukee | Osceola | Otsego |
| Roscommon | Wexford | | | | | | |
- Cheboygan-- -Township of Mentor ONLY.
 - Clare-- -Townships of Winterfield, Summerfield, Redding, Greenwood, Freeman, Lincoln, Garfield, and Surrey ONLY.
 - Crawford-- -All Townships EXCEPT Lovells.
 - Emmet-- -All Townships EXCEPT Wawatam.
 - Lake-- -Townships of Elk, Eden, Newkirk, Dover, Ellsworth, Sauble, and Peacock ONLY.
 - Mason-- -Townships of Grant, Freesoil and Meade ONLY.
 - Osceola-- -All Townships EXCEPT Richmond, Hersey, Ewart, and Orient.
 - Otsego-- -All Townships EXCEPT Dover, Chester and Charlton.
 - Roscommon-- -All Townships EXCEPT Roscommon, Backus and Nester.

Electrician		EC-557-IW	\$42.02	\$59.72	\$77.42	H H H H H H H D N
Inside Wireman						
	Apprentice Rates:					
	1st Period		\$19.27	\$26.35	\$33.42	
	2nd Period		\$22.83	\$31.69	\$40.54	
	3rd Period		\$26.72	\$37.52	\$48.32	
	4th Period		\$30.60	\$43.34	\$56.08	
	5th Period		\$34.50	\$49.20	\$63.88	
	6th Period		\$38.75	\$55.57	\$72.38	

Rate Applies To The Following.

- | | | | | |
|---------|----------|---------|---------|---------|
| Gratiot | Isabella | Midland | Saginaw | Tuscola |
|---------|----------|---------|---------|---------|
- Gratiot-- -Townships of Seville, Pine River, Bethany, Wheeler, Sumner, Arcada, Ithaca, Emerson, LaFayette, New Haven, Newark, North Star, Hamilton, Washington and Elba ONLY.
 - Isabella-- -Townships of Lincoln and Coe ONLY.
 - Midland-- -Townships of Jasper, Porter, Mount Haley and Ingersol ONLY.
 - Tuscola-- -Gilford, Denmark, Tuscola, Arbela, Fairgrove, Juniata, Vassar, Columbia, Almer, Indianfields, Fremont, Watertown, Elmwood, Ellington, Wells, Dayton, Elkland, Novesta, Kingston, and Koylon ONLY.

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Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 13 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Electrician		EC-58-IW	\$46.88	\$64.00	\$81.13	H H H H H H H D N
Inside Wireman						
	Apprentice Rates:					
	0-1000 hours		\$26.33	\$33.18	\$40.03	
	1000-2000 hours		\$28.04	\$35.75	\$43.45	
	2000-3500 hours		\$29.75	\$38.31	\$46.87	
	3500-5000 hours		\$31.47	\$40.90	\$50.31	
	5000-6500 hours		\$34.89	\$46.03	\$57.15	
	6500-8000 hours		\$38.32	\$51.17	\$64.01	
<i>Rate Applies To The Following</i>						
Huron	Livingston	Macomb	Oakland	Sanilac	St. Clair	Wayne
Livingston-- -Townships of Deerfield, Tyrone, Hartland, Oceola, Genoa and Brighton ONLY						
Electrician		EC-665-IW	\$48.26	\$64.72	\$81.18	H H D H H H D D Y
Inside Wireman						
	Apprentice Rates:					
	0-1000 hours		\$27.79	\$35.18	\$42.60	
	1000-2000 hours		\$29.44	\$37.68	\$45.90	
	2000-3500 hours		\$31.08	\$40.13	\$49.17	
	3500-5000 hours		\$34.38	\$45.09	\$55.78	
	5000-6500 hours		\$37.67	\$50.01	\$62.35	
	6500-8000 hours		\$40.96	\$54.96	\$68.94	
<i>Rate Applies To The Following</i>						
Clinton	Eaton	Gratiot	Ingham	Ionia	Livingston	Shiawassee
Eaton-- -Roxand, Oneida, Delta, Chester, Benton, Windsor, Carmel, Eaton, Eaton Rapids & Hamlin townships						
Gratiot-- -North Shade & Fulton townships						
Ingham-- -Lansing, Meridian, Williamston, Locke, Delhi, Alaiedon, Wheatfield, Leroy, Aurelius, Vevay, Ingham, & White Oak townships						
Ionia-- -Orange, Portland, Sebewa & Danby townships						
Livingston-- -Conway, Cohoctah, Handy, Howell, Iosco & Marion townships						
Shiawassee-- -Woodhull & Perry townships						

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Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 14 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision	
			Straight Hourly	Time and a Half	Double time		
Electrician		EC-692-IW-Z	\$42.56	\$60.39	\$78.23	H H H H H H H D Y	
Inside Wireman							
	Apprentice Rates:						
			Period 1	\$20.02	\$27.34	\$34.66	
			Period 2	\$21.65	\$29.78	\$37.92	
			Period 3	\$24.89	\$34.65	\$44.40	
			Period 4	\$26.53	\$37.10	\$47.68	
			Period 5	\$29.78	\$41.98	\$54.18	
			Period 6	\$33.04	\$46.87	\$60.70	
<u>Rate Applies To The Following</u>							
Arenac	Bay	Clare	Gladwin	Iosco	Isabella	Midland	Ogemaw
Roscommon	Tuscola						
	Clare-- -Townships of Frost, Franklin, Hayes, Hamilton, Hatton, Arthur, Grand and Sheridan ONLY.						
	Iosco-- -Townships of Reno, Grant, Tawas, Baldwin, Burleigh, Sherman and Alabaster ONLY.						
	Isabella-- -Townships of Vernon, Wise, Isabella, Denver, Union and Chippewa ONLY.						
	Midland-- -All Townships EXCEPT Mount Haley, Jasper, Porter and Ingersoll.						
	Ogemaw-- -All Townships EXCEPT Foster, Rose and Goodar.						
	Roscommon-- -Townships of Roscommon, Backus and Nester ONLY.						
	Tuscola-- -Townships of Wisner and Akron ONLY.						
Electrician		EC-692-IW-Z	\$39.09	\$55.20	\$71.31	H H H H H H H D Y	
Inside Wireman							
	Apprentice Rates:						
			Period 1	\$18.60	\$25.21	\$31.82	
			Period 2	\$20.07	\$27.42	\$34.76	
			Period 3	\$23.01	\$31.83	\$40.64	
			Period 4	\$24.48	\$34.03	\$43.58	
			Period 5	\$27.42	\$38.45	\$49.46	
			Period 6	\$30.35	\$42.84	\$55.32	
<u>Rate Applies To The Following</u>							
Alcona	Alpena	Cheboygan	Crawford	Emmet	Iosco	Montmorency	Ogemaw
Oscoda	Otsego	Presque Isle					
	Cheboygan-- -All Townships EXCEPT Mentor						
	Crawford-- -Lovells Township ONLY.						
	Emmet-- -Wawatan Township ONLY.						
	Iosco-- -Townships of Plainfield, Oscoda, Wilbur and Ausable ONLY.						
	Ogemaw-- -Townships of Foster, Rose and Goodar ONLY						
	Otsego-- -Townships of Dover, Chester and Charlton ONLY.						

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

Project Description: Re-furbished Open Space Furniture Bid

Project Number: #07116200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 15 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Electrician Inside Wireman		EC-8-IW	\$47.66	\$71.49	\$95.32	HHHXHHHDY
	Apprentice Rates:					
	Period 1		\$18.04	\$26.56	\$35.42	
	Period 2		\$21.49	\$31.58	\$42.10	
	Period 3		\$27.68	\$41.53	\$55.36	
	Period 4		\$31.67	\$47.51	\$63.34	
	Period 5		\$35.67	\$53.51	\$71.34	
	Period 6		\$39.66	\$59.50	\$79.32	
	<i>Rate Applies To The Following:</i>					
Hillsdale	Lenawee	Monroe				
Electrician Inside Wireman		EC-948-IW	\$47.52	\$68.07	\$88.61	HHHHHHHDY
	Apprentice Rates:					
	1st 6 months		\$22.86	\$31.08	\$39.29	
	2nd 6 months		\$24.92	\$34.17	\$43.41	
	3rd 6 months		\$26.98	\$37.26	\$47.53	
	4th 6 months		\$29.03	\$40.33	\$51.63	
	5th 6 months		\$31.09	\$46.68	\$60.09	
	6th 6 months		\$33.13	\$46.48	\$59.83	
	7th 6 months		\$37.25	\$52.66	\$68.07	
	8th 6 months		\$39.31	\$55.76	\$72.19	
	9th 6 months		\$41.35	\$59.40	\$77.05	
	10th 6 months		\$43.41	\$61.90	\$80.39	
	<i>Rate Applies To The Following:</i>					
Genesee	Lapeer	Shiawassee	Tuscola			
Shiawassee-- -All Townships EXCEPT Woodhull and Perry.						
Tuscola-- -Millington Township ONLY.						

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Project Number: #07116200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 16 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Electrician		EC-979-A100	\$39.56	\$53.66	\$67.75	H H H H H H H D Y
	Inside Wireman for projects more than \$100,000					
	Apprentice Rates:					
	Period 1		\$23.27	\$30.31	\$37.36	
	Period 2		\$24.69	\$32.44	\$40.19	
	Period 3		\$27.50	\$36.66	\$45.82	
	Period 4		\$30.33	\$40.91	\$51.49	
	Period 5		\$33.92	\$45.19	\$56.47	
	Period 6		\$36.73	\$49.41	\$62.10	
	<u>Rate Applies To The Following</u>					
Delta	Menominee	Schoolcraft				
Electrician		EC-979-B100	\$35.86	\$48.10	\$60.34	H H H H H H H D Y
	Inside Wireman for projects less than \$100,000					
	Apprentice Rates:					
	Period 1		\$21.42	\$27.55	\$33.67	
	Period 2		\$22.65	\$29.37	\$36.11	
	Period 3		\$25.09	\$33.05	\$41.01	
	Period 4		\$28.77	\$38.57	\$48.37	
	Period 5		\$33.41	\$44.43	\$55.45	
	<u>Rate Applies To The Following</u>					
Delta	Menominee	Schoolcraft				
Laborer		L1075	\$31.47	\$42.57	\$53.66	H H H H H H H D Y
	Construction Laborer					
	Apprentice Rates:					
	0-1,000 work hours		\$25.92	\$34.24	\$42.56	
	1,001-2,000 work hours		\$27.03	\$35.90	\$44.78	
	2,001-3,000 work hours		\$28.14	\$37.57	\$47.00	
	3,001-4,000 work hours		\$30.36	\$40.90	\$51.44	
	<u>Rate Applies To The Following</u>					
Genesee	Lapeer	Shiawassee				

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

Project Description: Re-furbished Open Space Furniture Bid

Project Number: #071I6200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 17 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Laborer Laborer		L1075-2	\$35.24	\$47.25	\$59.26	H H H H H D D Y
	Apprentice Rates:					
	0-1,000 hours		\$29.24	\$38.25	\$47.26	
	1,001-2,000 hours		\$30.44	\$40.05	\$49.66	
	2,001-3,000 hours		\$31.64	\$41.85	\$52.06	
	3,001-4,000 hours		\$34.04	\$45.45	\$56.86	
	<i>Rate Applies To The Following</i>					
Sanilac	St. Clair					
Laborer Construction Laborer, Mason Tender, Carpenter Tender, Drywall Handler, Cement Finisher tender, concrete chute and concrete Bucket Handler, Concrete Laborer, Demolition Laborer		L1076-A-A	\$37.62	\$53.35	\$69.07	H H D H D D D D Y
	Apprentice Rates:					
	0-1,000 work hours		\$31.98	\$44.89	\$57.79	
	1,001-2,000 work hours		\$33.11	\$46.58	\$60.05	
	2,001-3,000 work hours		\$34.24	\$48.28	\$62.31	
	3,001-4,000 work hours		\$36.49	\$51.66	\$66.81	
	<i>Rate Applies To The Following</i>					
Livingston	Oakland					
	Livingston-- -North of M-59 and East of Oak Grove Road.					
Laborer Signal man (on sewer & caisson work); air,electric or gasoline tool operator (including concrete vibrator operator,acetylene torch & air hammer operator); scaffold builder, caisson worker		L1076-A-B	\$37.88	\$53.74	\$69.59	H H D H D D D D Y
	<i>Rate Applies To The Following</i>					
Livingston	Oakland					
	Livingston-- -North of M-59 and East of Oak Grove Road.					
Laborer Lansing Burner, Blaster & Powder Man		L1076-A-C	\$38.37	\$54.47	\$70.57	H H D H D D D D Y
	<i>Rate Applies To The Following</i>					
Livingston	Oakland					
	Livingston-- -North of M-59 and East of Oak Grove Road.					

Official Request #: 010208

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Project Description: Re-furbished Open Space Furniture Bid

Project Number: #07116200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 18 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision	
			Straight Hourly	Time and a Half	Double time		
Laborer		L1076-A-D	\$38.12	\$54.10	\$70.07	H H D H D D D D Y	
Furnace battery heater tender, burning bar & oxy-acetylene gun, expediter man, top man and/or bottom man (blast furnace work)							
<u>Rate Applies To The Following</u>							
Livingston Oakland Livingston-- -North of M-59 and East of Oak Grove Road.							
Laborer		L1076-A-E	\$32.17	\$45.17	\$58.17	H H D H D D D D Y	
Cleaner/ sweeper laborer, furniture laborer							
<u>Rate Applies To The Following</u>							
Livingston Oakland Livingston-- -North of M-59 and East of Oak Grove Road.							
Laborer		L1076-D	\$37.62	\$53.35	\$69.07	H H D H D D D D Y	
Demolition Laborer							
<u>Rate Applies To The Following</u>							
Livingston Oakland Livingston-- -North of M-59 and East of Oak Grove Rd							
Laborer		L1098-N-A	\$25.24	\$33.53	\$41.81	H H H H H H H D Y	
Class A Laborer: building and heavy construction work, demolition, mortar mixers, mason tender, carpenter tender, fire watch, heater tender, all 3" pumps and below, furniture mover, material mixers, vibrator operators, operators of concrete mixers, chipping hammers, tamping machines, sand blasters, operators of motor driven buggies, plaster mixers and plasterer tenders, pipe or rock layers, caisson work in buildings only, except others falling within class B.							
Apprentice Rates:							
			0-1,000 work hours	\$21.10	\$27.31	\$33.53	
			1,001-2,000 work hours	\$21.93	\$28.56	\$35.19	
			2,001-3,000 work hours	\$22.75	\$29.79	\$36.83	
			3,001-4,000 work hours	\$24.41	\$32.28	\$40.15	
<u>Rate Applies To The Following</u>							
Alcona	Alpena	Antrim	Benzie	Charlevoix	Cheboygan	Crawford	Emmet
Grand Traverse	Iosco	Kalkaska	Leelanau	Missaukee	Montmorency	Oscoda	Otsego
Presque Isle	Wexford						

Official Request #: 010208
 Requestor: Mich Dept of Management & Budget
 Project Description: Re-furbished Open Space Furniture Bid
 Project Number: #071I6200036

Printed: 1/2/2008
 Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 19 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision	
			Straight Hourly	Time and a Half	Double time		
Laborer		L1098-N-B	\$25.84	\$34.43	\$43.01	H H H H H H H D Y	
Class B Laborer: Concrete breakers (90 pound hammer or less) and cement gun nozzlemen							
Apprentice Rates:							
0-1,000 work hours			\$21.55	\$27.99	\$34.43		
1,001-2,000 work hours			\$22.41	\$29.28	\$36.15		
2,001-3,000 work hours			\$23.26	\$30.55	\$37.85		
3,001-4,000 work hours			\$24.98	\$33.13	\$41.29		
<i>Rate Applies To The Following.</i>							
Alcona	Alpena	Antrim	Benzie	Charlevoix	Cheboygan	Crawford	Emmet
Grand Traverse	Iosco	Kalkaska	Leelanau	Missaukee	Montmorency	Oscoda	Otsego
Presque Isle	Wexford						
Laborer		L1098-N-C	\$26.24	\$35.03	\$43.81	H H H H H H H D Y	
Class C Refractory Work: inside or outside digester, tanks, lime kilns, chests, boilers, and boiler tubes, including the handling of acid, chlorine, chemicals, epoxies, liquids and cleaning of existing precipitators, hydro blasting, hydro washing, and sandblasting.							
Apprentice Rates:							
0-1,000 work hours			\$21.85	\$28.44	\$35.03		
1,001-2,000 work hours			\$22.73	\$29.76	\$36.79		
2,001-3,000 work hours			\$23.60	\$31.07	\$38.53		
3,001-4,000 work hours			\$25.36	\$33.71	\$42.05		
<i>Rate Applies To The Following.</i>							
Alcona	Alpena	Antrim	Benzie	Charlevoix	Cheboygan	Crawford	Emmet
Grand Traverse	Iosco	Kalkaska	Leelanau	Missaukee	Montmorency	Oscoda	Otsego
Presque Isle	Wexford						

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

Project Description: Re-furbished Open Space Furniture Bid

Project Number: #071I6200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 20 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Laborer		L1098-S-A	\$28.82	\$38.67	\$48.52	H H H H H H H D Y
Class A Laborer on building and heavy construction work, mortar mixers, mason tender, carpenter tender, fire watch, all 3" pumps and below, plaster mixers, plaster tenders, pipe or crock layers, signal men and top men on caisson work, mechanized buggy operators, cement finisher tender, air, electric and gas-driven tools, concrete vibrators & demolition work						
Apprentice Rates:						
0-1,000 work hours			\$23.90	\$31.29	\$38.68	
1,001-2,000 work hours			\$24.88	\$32.76	\$40.64	
2,001-3,000 work hours			\$25.86	\$34.23	\$42.60	
3,001-4,000 work hours			\$27.84	\$37.20	\$46.56	
<i>Rate Applies To The Following.</i>						
Arenac Ogemaw	Bay Roscommon	Clare Saginaw	Gladwin Tuscola	Gratiot	Huron	Isabella Midland
Laborer		L1098-S-B	\$29.32	\$39.42	\$49.52	H H H H H H H D Y
Class B Laborer air or electric-driven pavement breakers and jackhammers over 50 lbs., tunnel miners and tunnel muckers, tunnel and shaft underpinning contributing to the structural support of buildings						
Apprentice Rates:						
0-1,000 work hours			\$24.27	\$31.84	\$39.42	
1,001-2,000 work hours			\$25.28	\$33.36	\$41.44	
2,001-3,000 work hours			\$26.29	\$34.88	\$43.46	
3,001-4,000 work hours			\$28.31	\$37.90	\$47.50	
<i>Rate Applies To The Following.</i>						
Arenac Ogemaw	Bay Roscommon	Clare Saginaw	Gladwin Tuscola	Gratiot	Huron	Isabella Midland

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

Project Description: Re-furbished Open Space Furniture Bid

Project Number: #07116200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 21 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision	
			Straight Hourly	Time and a Half	Double time		
Laborer		L1098-S-C	\$29.82	\$40.17	\$50.52	H H H H H H H D Y	
	Class C Laborer-drillers & blasters, burners & welders						
	Apprentice Rates:						
			0-1,000 work hours	\$24.64	\$32.40	\$40.16	
			1,001-2,000 work hours	\$25.68	\$33.96	\$42.24	
			2,001-3,000 work hours	\$26.72	\$35.52	\$44.32	
			3,001-4,000 work hours	\$28.78	\$38.61	\$48.44	
	<i>Rate Applies To The Following</i>						
Arenac	Bay	Clare	Gladwin	Gratiot	Huron	Isabella	Midland
Ogemaw	Roscommon	Saginaw	Tuscola				
Laborer		L1329-B-A	\$29.37	\$39.21	\$49.05	H H D H D D D D Y	
	Class A Laborer - construction laborer on building and heavy construction work, storm, and sanitary sewers on all construction sites and streets which are not included in the road builder rates, tool crib attendant, civil engineer helper, rodman, oxi-gun operator, propane or acetylene cutting torch operator, motor driven buggies, chipping hammers, tamping machines, green cutting, sand blasters, mason tenders, mortar mixers, marterial mixers, vibrator operators, concrete mixers, laborers with concrete crew, mixer to pour, including pour time from trucks.						
	All hours worked on Saturday except as an inclement weather or M-F holiday make up day, must be paid @ time & one half.						
	Apprentice Rates:						
			0 - 1,000 hours	\$24.45	\$31.83	\$39.21	
			1,001 - 2,000 hours	\$25.43	\$33.30	\$41.17	
			2,001 - 3,000 hours	\$26.42	\$34.79	\$43.15	
			3,001 - 4,000 hours	\$28.39	\$37.74	\$47.09	
	<i>Rate Applies To The Following</i>						
Alger	Baraga	Chippewa	Delta	Dickinson	Gogebic	Houghton	Iron
Keweenaw	Luce	Mackinac	Marquette	Menominee	Ontonagon	Schoolcraft	

Official Request #: 010208

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Project Number: #07116200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 22 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision	
			Straight Hourly	Time and a Half	Double time		
Laborer		L1329-B-B	\$29.77	\$39.81	\$49.85	H H D H D D D D Y	
Class B Laborer - Cement gun nozzle man, blasters, miners, drillers, buster operators, layers of all non-metallic pipe All hours worked on Saturdays, except as an inclement weather or M-F holiday make up day must be paid @ time & one half. <i>Rate Applies To The Following.</i>							
Alger Keweenaw	Baraga Luce	Chippewa Mackinac	Delta Marquette	Dickinson Menominee	Gogebic Ontonagon	Houghton Schoolcraft	Iron
Laborer		L1329-B-C	\$30.12	\$40.34	\$50.55	H H D H D D D D Y	
Class C Laborer - caisson worker & airtrack All hours worked on Saturday except as an inclement weather or M-F holiday make up day, must be paid @ time & one half. <i>Rate Applies To The Following.</i>							
Alger Keweenaw	Baraga Luce	Chippewa Mackinac	Delta Marquette	Dickinson Menominee	Gogebic Ontonagon	Houghton Schoolcraft	Iron
Laborer		L1329-B-D	\$31.42	\$42.29	\$53.15	H H D H D D D D Y	
Class E Laborer - digester, tanks & kilns All hours worked on Saturday except as an inclement weather or M-F holiday make up day, must be paid @ time & one half. <i>Rate Applies To The Following.</i>							
Alger Keweenaw	Baraga Luce	Chippewa Mackinac	Delta Marquette	Dickinson Menominee	Gogebic Ontonagon	Houghton Schoolcraft	Iron

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

Project Description: Re-furbished Open Space Furniture Bid

Project Number: #071I6200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 23 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Laborer		L33401-A-CC	\$37.62	\$53.35	\$69.07	HHDHDDDDY
	Construction Laborer, Mason Tender, Carpenter Tender, Drywall Handler, Concrete Laborer, Cement Finisher Tender, Concrete Chute, and Concrete Bucket Handler					
	Apprentice Rates:					
	0-1,000 work hours		\$31.98	\$44.89	\$57.79	
	1,001 - 2,000 work hours		\$33.11	\$46.58	\$60.05	
	2,001 - 3,000 work hours		\$34.24	\$48.28	\$62.31	
	3,001 - 4,000 work hours		\$36.49	\$51.66	\$66.81	
	<u>Rate Applies To The Following</u>					
Macomb	Wayne					
Laborer		L33401-B-SB	\$37.88	\$53.74	\$69.59	HHDHDDDDY
	Signal Man (on sewer & caisson work), Air, Electric or Gasoline Tool Operator, Concrete Vibrator Operator, Acetylene Torch & Air Hammer Operator; Scaffold Builder, Caisson Worker					
	<u>Rate Applies To The Following</u>					
Macomb	Wayne					
Laborer		L33401-C-TO	\$38.37	\$54.47	\$70.57	HHDHDDDDY
	Lansing Burner, Blaster & Powder Man; Air, Electric or Gasoline Tool Operator (Blast Furnace Work or Battery Work)					
	<u>Rate Applies To The Following</u>					
Macomb	Wayne					
Laborer		L33401-D-HH	\$38.12	\$54.10	\$70.07	HHDHDDDDY
	Furnace Battery Heater Tender, Burning Bar & Oxy-Acetylene Gun					
	<u>Rate Applies To The Following</u>					
Macomb	Wayne					

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

Project Description: Re-furbished Open Space Furniture Bid

Project Number: #07116200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 24 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Laborer Expediter Man, Top Man and/or Bottom Man (Blast Furnace Work or Battery Work)		L33401-E-EX	\$38.87	\$53.97	\$69.07	HHDHDDDDY
<i>Rate Applies To The Following:</i>						
Macomb	Wayne					
Laborer Cleaner/Sweeper Laborer; Furniture Laborer		L33401-F-CL	\$32.17	\$45.17	\$58.17	HHDHDDDDY
<i>Rate Applies To The Following:</i>						
Macomb	Wayne					
Laborer Demolition Laborer		L334D	\$37.62	\$53.35	\$69.07	HHDHDDDDY
<i>Rate Applies To The Following:</i>						
Macomb	Wayne					
Laborer Class A Laborer - all construction on buildings, pumps, well wheels, air, electric or gasoline tools, motor driven buggies, fire watch duty, working on swing scaffolds, heavy construction work, carpenter tender, cement finisher tender, heater tender, and flagperson.		L355-1-A	\$27.14	\$36.35	\$45.56	HHHHHHHDY
Apprentice Rates:						
		0-1,000 work hours	\$22.54	\$29.45	\$36.36	
		1,001-2,000 work hours	\$23.46	\$30.83	\$38.20	
		2,001-3,000 work hours	\$24.38	\$32.21	\$40.04	
		3,001-4,000 work hours	\$26.22	\$34.97	\$43.72	
<i>Rate Applies To The Following:</i>						
Allegan	Barry	Berrien	Branch	Calhoun	Cass	Kalamazoo
Van Buren						St. Joseph

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Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 25 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision	
			Straight Hourly	Time and a Half	Double time		
Laborer		L355-1-B	\$27.39	\$36.73	\$46.06	HHHHHHHDY	
Class B Laborer - jackhammer operators, crocklayers and caisson worker in buildings.							
Apprentice Rates:							
0-1,000 work hours			\$22.72	\$29.72	\$36.72		
1,001-2,000 work hours			\$23.66	\$31.13	\$38.60		
2,001-3,000 work hours			\$24.59	\$32.52	\$40.46		
3,001-4,000 work hours			\$26.46	\$35.33	\$44.20		
<i>Rate Applies To The Following</i>							
Allegan Van Buren	Barry	Berrien	Branch	Calhoun	Cass	Kalamazoo	St. Joseph
Laborer		L355-1-C	\$27.89	\$37.48	\$47.06	HHHHHHHDY	
Class C Laborer - top men on chimneys or towers over thirty feet in height, material mixers, portable mixer operator, plasterer tender, mason tender certified from M.L.T.I., and MLTAI certified demolition burner.							
Apprentice Rates:							
0-1,000 work hours			\$23.10	\$30.29	\$37.48		
1,001-2,000 work hours			\$24.06	\$31.73	\$39.40		
2,001-3,000 work hours			\$25.01	\$33.16	\$41.30		
3,001-4,000 work hours			\$26.93	\$36.04	\$45.14		
<i>Rate Applies To The Following</i>							
Allegan Van Buren	Barry	Berrien	Branch	Calhoun	Cass	Kalamazoo	St. Joseph

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

Project Description: Re-furbished Open Space Furniture Bid

Project Number: #071I6200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 26 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision	
			Straight Hourly	Time and a Half	Double time		
Laborer		L355-1-D	\$32.34	\$43.17	\$54.00	HHHHHHHDY	
Class D Laborer - concrete specialist when no cement finishers are available; troweling, finishing, screeding, patching, cutting, curing of cast in place or precast concrete by any and all methods.							
Apprentice Rates:							
0-1,000 work hours			\$26.92	\$35.04	\$43.16		
1,001-2,000 work hours			\$28.01	\$36.68	\$45.34		
2,001-3,000 work hours			\$29.09	\$38.30	\$47.50		
3,001-4,000 work hours			\$31.26	\$41.55	\$51.84		
<u>Rate Applies To The Following</u>							
Allegan Van Buren	Barry	Berrien	Branch	Calhoun	Cass	Kalamazoo	St. Joseph
Laborer		L355-2-A	\$26.60	\$35.54	\$44.48	HHHHHHHDY	
Class A Laborer - all construction on buildings, pumps, well wheels, air, electric or gasoline tools, motor driven buggies, fire watch duty, working on swing scaffolds, heavy construction work, carpenter tender, cement finisher tender, heater tender & flagperson.							
Apprentice Rates:							
0 - 1,000 work hours			\$22.13	\$28.84	\$35.54		
1,001 - 2,000 work hours			\$23.02	\$30.17	\$37.32		
2,001 - 3,000 work hours			\$23.92	\$31.52	\$39.12		
3,001 - 4,000 work hours			\$25.71	\$34.20	\$42.70		
<u>Rate Applies To The Following</u>							
Ionia Newaygo	Kent Oceana	Lake Osceola	Manistee Ottawa	Mason	Mecosta	Montcalm	Muskegon
Ionia-- -Ionia excluding the city of Portland							

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

Project Description: Re-furbished Open Space Furniture Bid

Project Number: #07116200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 27 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision	
			Straight Hourly	Time and a Half	Double time		
Laborer		L355-2-B	\$26.85	\$35.92	\$44.98	H H H H H H H D Y	
Class B Laborer - jackhammer operators, crocklayers and caisson worker in buildings.							
Apprentice Rates:							
0-1,000 work hours			\$22.32	\$29.12	\$35.92		
1,001-2,000 work hours			\$23.22	\$30.47	\$37.72		
2,001-3,000 work hours			\$24.13	\$31.84	\$39.54		
3,001-4,000 work hours			\$25.94	\$34.55	\$43.16		
<u>Rate Applies To The Following</u>							
Ionia	Kent	Lake	Manistee	Mason	Mecosta	Montcalm	Muskegon
Newaygo	Oceana	Osceola	Ottawa				
Ionia-- -Ionia excluding the city of Portland							
Laborer		L355-2-C	\$27.35	\$36.67	\$45.98	H H H H H H H D Y	
Class C Laborer - top men on chimneys or towers over thirty feet in height, material mixers, portable mixer operator, plasterer tender, mason tender, and demolition burner.							
Apprentice Rates:							
0-1,000 work hours			\$22.69	\$29.68	\$36.66		
1,001-2,000 work hours			\$23.62	\$31.07	\$38.52		
2,001-3,000 work hours			\$24.56	\$32.48	\$40.40		
3,001-4,000 work hours			\$26.42	\$35.27	\$44.12		
<u>Rate Applies To The Following</u>							
Ionia	Kent	Lake	Manistee	Mason	Mecosta	Montcalm	Muskegon
Newaygo	Oceana	Osceola	Ottawa				
Ionia-- -Excluding the city of Portland							
Laborer		L355-2-D	\$31.16	\$41.45	\$51.74	H H H H H H H D Y	
Class D Laborer - concrete specialist when no cement finishers are available; troweling, finishing, screeding, patching, cutting, curing of cast in place or precast concrete by any and all methods.							
Apprentice Rates:							
0-1,000 work hours			\$26.02	\$33.74	\$41.46		
1,001-2,000 work hours			\$27.04	\$35.27	\$43.50		
2,001-3,000 work hours			\$28.07	\$36.82	\$45.56		
3,001-4,000 work hours			\$30.13	\$39.90	\$49.68		
<u>Rate Applies To The Following</u>							
Ionia	Kent	Lake	Manistee	Mason	Mecosta	Montcalm	Muskegon
Newaygo	Oceana	Osceola	Ottawa				
Ionia-- -excluding the city of Portland							

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

Project Description: Re-furbished Open Space Furniture Bid

Project Number: #071I6200036

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Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 28 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Laborer		L499-A	\$30.71	\$41.38	\$52.05	H H H H H H H D Y
	Carpenter tender, cement mason tender, mason tender, firebrick tender, plasterer tender, concrete chute bucket handler, concrete vibrator operator, concrete grader, mixing, handling, conveying by any method of all concrete, demolition laborer, caisson worker, signalman on concrete pours, portable mixer operator, unloading and moving of furniture, general laborers, firewatch, flagperson, watchperson, security guard, rodman, wellwheels, laser beam, general cleanup and all other laborer work of a skilled or unskilled nature					
	Apprentice Rates:					
	0-1,000 hours		\$25.37	\$33.37	\$41.37	
	1,001-2,000 hours		\$26.44	\$34.97	\$43.51	
	2,001-3,000 hours		\$27.51	\$36.58	\$45.65	
	3,001-4,000 hours		\$29.64	\$39.77	\$49.91	

Rate Applies To The Following:

Hillsdale Jackson Lenawee

Laborer		L499-A-A	\$36.63	\$49.56	\$62.49	H H H H H H H D N
	Laborer, demolition, drywall handlers, general jobsite cleanup					
	Apprentice Rates:					
	0-1,000 hours		\$30.99	\$41.10	\$51.21	
	1,001-2,000 hours		\$32.12	\$42.80	\$53.47	
	2,001-3,000 hours		\$33.25	\$44.49	\$55.73	
	3,001-4,000 hours		\$35.50	\$47.86	\$60.23	

Rate Applies To The Following:

Livingston Washtenaw
Livingston-- -Area within M-59 north boundary, Oak Grove Rd on west, south from Howell to and including Pinckney

Laborer		L499-A-B	\$36.83	\$49.86	\$62.89	H H H H H H H D N
	Mortar mixer; material mixer; air, gas or electric tool operator, power buggy operator, stone setter, tender, scaffold builder or dismantler, windlass operator, tar and kettle operator					
	Apprentice Rates:					
	0-1,000 hours		\$31.14	\$41.32	\$51.51	
	1,001-2,000 hours		\$32.28	\$43.04	\$53.79	
	2,001-3,000 hours		\$33.42	\$44.74	\$56.07	
	3,001-4,000 hours		\$35.69	\$48.15	\$60.61	

Rate Applies To The Following:

Livingston Washtenaw
Livingston-- -South of M-59, east of M-151 (Oak Grove Rd), south from Howell to and including Pinckney

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

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Project Number: #071I6200036

Printed: 1/2/2008

Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 29 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Laborer		L499-A-B2	\$37.13	\$50.31	\$63.49	H H H H H H H D N
	Jack hammering and chipping on concrete					
	Apprentice Rates:					
	0-1,000 hours		\$31.37	\$41.67	\$51.97	
	1,001-2,000 hours		\$32.52	\$43.40	\$54.27	
	2,001-3,000 hours		\$33.67	\$45.12	\$56.57	
	3,001-4,000 hours		\$35.98	\$48.58	\$61.19	
	<i>Rate Applies To The Following:</i>					
	Livingston Washtenaw					
	Livingston-- -South of M-59, east of M-151 (Oak Grove Rd), south from Howell to and including Pinckney					
Laborer		L499-A-C	\$36.95	\$50.04	\$63.13	H H H H H H H D N
	Crock or pipe laborer, caisson worker					
	Apprentice Rates:					
	0-1,000 hours		\$31.23	\$41.46	\$51.69	
	1,001-2,000 hours		\$32.37	\$43.17	\$53.97	
	2,001-3,000 hours		\$33.52	\$44.90	\$56.27	
	3,001-4,000 hours		\$35.81	\$48.33	\$60.85	
	<i>Rate Applies To The Following:</i>					
	Livingston Washtenaw					
	Livingston-- -South of M-59, east of M-151 (Oak Grove Rd), south from Howell to and including Pinckney					
Laborer		L499-A-D	\$35.84	\$48.38	\$60.91	H H H H H H H D N
	Watchmen, Civil Engineer Helpers, or Rodmen					
	Apprentice Rates:					
	0-1,000 hours		\$30.40	\$40.22	\$50.03	
	1,001-2,000 hours		\$31.49	\$41.85	\$52.21	
	2,001-3,000 hours		\$32.57	\$43.47	\$54.37	
	3,001-4,000 hours		\$34.75	\$46.74	\$58.73	
	<i>Rate Applies To The Following:</i>					
	Livingston Washtenaw					
	Livingston-- -South of M-59, east of M-151(Oak Grove Rd), and south from Howell to and including Pinckney					

Official Request #: 010208

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Project Description: Re-furbished Open Space Furniture Bid

Project Number: #071I6200036

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Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 30 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Laborer		L499-A-E	\$33.63	\$45.06	\$56.49	H H H H H H H D N
Final cleaning: washing or cleaning of walls, partitions, ceilings, windows, bathrooms, kitchens, laboratories and all fixtures and facilities therein. Clean-up mopping, washing, waxing, and polishing or dusting of all floors or areas.						
<u>Rate Applies To The Following</u>						
Livingston Washtenaw Livingston-- -South of M-59, east of M-151 (Oak Grove Rd), and south from Howell to and including Pinckney						
Laborer		L499D	\$31.91	\$43.18	\$54.45	H H H H H H H D Y
Demolition High Burner						
<u>Rate Applies To The Following</u>						
Hillsdale Jackson Lenawee						
Laborer		L499J	\$31.35	\$42.34	\$53.33	H H H H H H H D Y
Demolition ground burner						
<u>Rate Applies To The Following</u>						
Hillsdale Jackson Lenawee						
Laborer		L499ja	\$31.35	\$42.34	\$53.33	H H H H H H H D Y
Jackhammer & Acetylene Torch						
Apprentice Rates:						
			0-1,000 hours	\$25.85	\$34.09	\$42.33
			1,001-2,000 hours	\$26.95	\$35.74	\$44.53
			2,001-3,000 hours	\$28.05	\$37.39	\$46.73
			3,001-4,000 hours	\$30.25	\$40.69	\$51.13
<u>Rate Applies To The Following</u>						
Hillsdale Jackson Lenawee						

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Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 31 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Laborer		L499L	\$31.09	\$41.60	\$52.11	HHHHHHHDY
Journeyperson - building and heavy construction craft laborer, portable concrete mixer operator, air, electric or gasoline tool operator, hot dope carrier, tar kettle tender, gasoline vibrators, concrete gas buggies, concrete saw, signal person and top person on sewer, caisson construction (open cut work), concrete shoveler, car pusher, and bottom person (on sewer work). Demolition laborer, 3" pumps & below, jobsite clean-up, deep cleaning, jackhammer operators, burner, crock layer, caisson worker, tunnel mucker and tunnel miner, welder, mortar mixer, scaffold builder, forklift operator (masonry only), helper and tender on work customarily performed by laborers and all laborers working for plasterer tenders.						
All hours worked on Saturday except as an inclement weather make-up day, must be paid @ time & one half.						
Apprentice Rates:						
		0-1,000 hours	\$25.83	\$33.71	\$41.59	
		1,001-2,000 hours	\$26.89	\$35.30	\$43.71	
		2,001-3,000 hours	\$27.94	\$36.87	\$45.81	
		3,001-4,000 hours	\$30.04	\$40.03	\$50.01	
<u>Rate Applies To The Following</u>						
Clinton	Eaton	Ingham	Ionia	Livingston		
	Ionia-- the city of Portland only					
	Livingston-- West of M-151 (Oak Grove Rd) to west Pinckney Rd and Dexter Pinckney Rd including the city of Howell					
Laborer		L499M	\$31.12	\$41.77	\$52.42	HHHHHHHDY
Mason Tender						
Apprentice Rates:						
		0-1,000 hours	\$25.80	\$33.79	\$41.78	
		1,001-2,000 hours	\$26.86	\$35.38	\$43.90	
		2,001-3,000 hours	\$27.92	\$36.97	\$46.02	
		3,001-4,000 hours	\$30.06	\$40.18	\$50.30	
<u>Rate Applies To The Following</u>						
Clinton	Eaton	Ingham	Ionia	Livingston		
	Ionia-- City of Portland only					
	Livingston-- western portion to M-151 (Oak Grove Rd) from Cohoctash to Pinckney, including all of the City of Howell					

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

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Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 32 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Laborer		L499-M-A	\$37.28	\$50.26	\$63.24	H H H H D D D D Y
Construction Laborer, Carpenter Tender, Concrete Laborer, Concrete Chute, & Bucket Handler						
Apprentice Rates:						
	0-1,000 work hours		\$30.79	\$40.52	\$50.26	
	1,001-2,000 work hours		\$32.09	\$42.48	\$52.86	
	2,001-3,000 work hours		\$33.39	\$44.42	\$55.46	
	3,001-4,000 work hours		\$35.98	\$48.31	\$60.64	

Rate Applies To The Following

Monroe

Laborer		L499-M-B	\$37.48	\$50.56	\$63.64	H H H H D D D D Y
Mortar Mixer (inc. concrete & mortar 1/2 cu yd. or smaller machine, or by hand in mortar box); Mason Tender & Cement Mason Tender; Plasterer Tender, Portable Mixer Operator, and Air, Electric & Gasoline Tool Operator (inc. concrete vibrator & acetylene torch); Caisson Worker; Furnace Battery Heater Tender; Signalman on concrete pours only						

Rate Applies To The Following

Monroe

Laborer		L499-M-C	\$37.78	\$51.01	\$64.24	H H H H D D D D Y
Hazardous Work: Employees required to wear acid resistant clothing, heat resistant clothing or radiation protective clothing						

Rate Applies To The Following

Monroe

Laborer		L499-M-D	\$31.62	\$41.77	\$51.92	H H H H D D D D Y
Cleaner/Sweeper Laborer; Furniture Laborer						

Rate Applies To The Following

Monroe

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

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Project Number: #07116200036

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Report: cle class selection



Official 2008 Prevailing Wage Rates for State Funded Projects

Carpenter, Electrician, Laborer

Issue Date: 1/2/2008

Contract must be awarded by: 4/1/2008

Page 33 of 33

Classification Name	Classification Description	Classification Number	Prevailing Wage Rates			Overtime Provision
			Straight Hourly	Time and a Half	Double time	
Laborer		L499-M-dem	\$37.28	\$50.26	\$63.24	H H H H D D D D Y
Demolition Laborer						
<u>Rate Applies To The Following</u>						
Monroe						
Laborer		LPT-1	\$39.00	\$55.42	\$71.83	H H D H D D D D N
Plasterer Tender, Plastering Machine Operator						
	Apprentice Rates:					
	0 - 1,000 hours		\$31.99	\$44.90	\$57.81	
	1,001 - 2,000 hours		\$33.11	\$46.58	\$60.05	
	2,001 - 3,000 hours		\$34.24	\$48.28	\$62.31	
	3,001 - 4,000 hours		\$36.49	\$51.66	\$66.81	
<u>Rate Applies To The Following</u>						
Livingston	Macomb	Oakland	Wayne			
Livingston-- -North of M-59 & east of Oak Grove Rd.						
Laborer		LPT-2	\$38.75	\$55.04	\$71.33	H H D H D D D D N
Plasterer Tender, Plastering Machine Operator						
	Apprentice Rates:					
	0 - 1,000 hours		\$32.68	\$45.93	\$59.19	
	1,001 - 2,000 hours		\$33.83	\$47.66	\$61.49	
	2,001 - 3,000 hours		\$34.98	\$49.39	\$63.79	
	3,001 - 4,000 hours		\$37.28	\$52.83	\$68.39	
<u>Rate Applies To The Following</u>						
Livingston	Washtenaw					
Livingston-- -south of M-59 & east of Oak Grove Rd.						

Official Request #: 010208

Requestor: Mich Dept of Management & Budget

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Project Number: #071I6200036

Printed: 1/2/2008

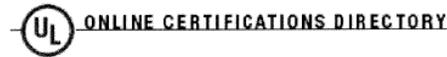
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APPENDIX J UL Listing

QAWZ.E62629 - Office Furnishings

Page 1 of 4



QAWZ.E62629 Office Furnishings

Page Bottom

Office Furnishings

See General Information for Office Furnishings

HAWORTH INC
1 HAWORTH CENTER
HOLLAND, MI 49423 USA

E62629

Office furnishings: Cat. No. SPCL-215 followed by -A, -C, -L or -M.

Compose panels, Cat. No. VZ Series.

Pad kit, Cat. No. 3DP Series.

Panels, Cat. No. V Series, PNL1.

N Series premise panels.

Wing wall for premise panel, Cat. No. NSW.

Office furnishing accessories:

Dual system jumper, Cat. No. PBBF27.

Fabrics, Product Nos. SLA, SLT, SPCL-0189, -0691, -1646, -1647, -1827, -1831, -1832, -1833, -1840, -1841, -1996, -1997, -1998, -2026, -2027, -2031, -2647, -2691, -2787, -2788, -2793, -2877, -2963, -2964, -3791 thru -3811, -3978, -4045, -4308, -4343, -4344, -4411, -4466 thru -4472, -4476, -5140 thru -5143, V024-129-01 thru -129-07, -129-09.

Field fabric refurbishment kit, Cat. No. FABRIC.

Fixtures, Product Nos. FFDL-4, -5; Product Nos. FPH-4, -5 followed by two digits 20 thru 25; Product Nos. FLC-4, -5, FPMT-4-M, -5-M, -44, -46, -48, -54, -56, -58.

HID fixtures, Cat. Nos. HCM, HCMQ, HOM, HOMQ, SCM, SOM followed by 2506, 2508, 4006 or 4008; Cat. Nos. HCM, SCM followed by 250 or 400, followed by M; Cat. Nos. HSM, HSMQ, SSM followed by 250 or 400; Cat. Nos. SPCL-1234 thru -1243, -1646, -1647, -1831, -1832, -1833, -1840, -1841, -2683 thru -2690.

Incandescent lighting units, Product No. HSLA, HSLT, SPLA-1471, -2031 or -3231.

Laminate panel skin retrofit kit, Cat. No. SPL-HPL Series.

Power panel, Cat. No. HFPE followed by any number 24 thru 60, followed by any number 50 thru 68, followed by 1, 2, 4, L or R.

Radiant heater panels, Cat. Nos. SPLA-0712, -0713, -0714, -0715, -0716.

Office furnishing accessories+:

Ambient light feed, Cat. No. RALF followed by 0001 thru 0003.

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QAWZ.E62629 - Office Furnishings

Page 2 of 4

Base feed assemblies, Product Nos. 4TEB-1-C, BFM-1, -2, -3, JUBF-C-C, NEB-1, -6, -7 followed by C; Models PBBF1, -3, -5, -6, -8, -9, -13, SPCL-181, -2220, -7661; Cat. Nos. 3DEB-1, CHBF2; RIF Series.

Beltline power connector, Cat. No. HPCB-1.

Concealed base feed assemblies, Product Nos. BFM-6, -15, PBBF2, -4, -10, -11, -14, SPCL-2404; Cat. Nos. 3DEB-1-N, CHBF2.

Extended power connectors, Cat. Nos. NEJT, PBPT1.

Field installed electrical mounting plate kit, Cat. No. SPLA-2273.

Non-powered retrofit kit, Cat. No. RKN- followed by 2, 3, 4, 5, 18, 30, 42, 54, followed by B.

Panel-to-panel connectors, Models PCSS, PTC followed by -3, followed by B, F or T; Models PBFX, VECF, VECT.

Panel wireways, Product Nos. RKCP-1, -2 followed by "B"; RKP-18 thru -60; Cat. Nos. PPR-18 thru -60 followed by "B"; Cat. No. PDA followed by -24, -30, -36, -42, -48, -54 or -60, followed by -6.

Pass thru panel connectors, SPCL-4497 thru -4505.

Power connector, Cat. No. PBFX2.

Power taps, Product Nos. 700-0091, 7000-3685, -3962, -4385, -5409, -7302, -7303, -8930, 7001-2891, -3111, PM-4.

Powered retrofit kits, Cat. Nos. RKP-18 thru -60 followed by "B"; Cat. No. VEHP or VEK followed by 18 thru 60.

RACE System, Cat. Nos. RBA0010, -0036, -0048, -0060, -0072, -0096, RBC0010, -0036, -0048, -0060, -0072, -0096, RBE0010, -0036, -0048, -0060, -0072, -0096; Cat. No. RBM followed by N or P, followed by any number 0036 thru 0120, may be followed by -C; Cat. Nos. RBS0018, -0024, -0030, RECE0001, -0045, -0090, -0180, -0270, -0360, RH0002, RHH0002, RRG0001, -0001-C, RRP-0000, -0001, -0001-H, -0002, -0003, -0004 followed by -C; Models RPOS-0001, RWEC0001, RWMC0001, SPCL -9597, SPLA-3712; Model SPLA followed by -1283, -1606, -1786, -2605, -2942, -2943, -4886, -5082, -5971, -5972, -5973, -6586, -6831, -7676, -7838, -8649, -8650, -8651, -9764.

Receptacles, Product No. PRD or PRS followed by 3, may be followed by "B"; Product Nos. PRD1-5-B, PRSI-5-B, SPCL-4704; Cat. Nos. JU3, -4, NER -3, -4; Cat. Nos. PBR4, PBR12, PBR14.

Retrofit kit, Cat. No. RPRK- followed by any number 0036 thru 0120.

System jumpers, Cat. Nos. PBBF22, -23, -25, -26, -28, -33, -34, SPLB-4077; Part No. 7021-7582.

Top feed wireways, Cat. Nos. PBTF1, -2, -3, -4, -5, -6, -7, -8, -9, -10, -11, -14, -15, TFM .

Office furnishing accessories++:

Base feeds with twist-lock & non-twist-lock receptacles, Cat. Nos. SPBF2, -3.

Base to beltline connector, Cat. No. JUKL-C.

Base to stack kit power connector, Cat. No. NEPH.

Chicago electrical-raceway, Cat. No. JURK-XX-C.

Combination base feed/top feed assemblies, Cat. Nos PBBF7, -17.

Cord type base feeds, Cat. Nos. 4TEB-20, PBBF18, PBBF20, SPBF1.

Ported panel kits, Cat. Nos. NEEA, NEEA-1-C, NEEB-1-C, NPC.

Power raceway retrofit, Cat. No. 4TPD followed by 48 thru 60 or followed by -72, -84 or -96.

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QAWZ.E62629 - Office Furnishings

Page 3 of 4

Raceways, Cat. Nos. CHPOA2, PBPD2, PBPD3, PBPD4, PBPA2.

Receptacle, Cat. No. 4TRI-PCR-1.

Span connector, Cat. No. JUJ.

Top feeds, Cat. No. NETF followed by 42 thru 80, followed by C; Cat. Nos. NETE-10-P, SPLA-2703, -2809, -3239, -9334, -9335.

Top feed wireways, Cat. Nos. SPCL-2136, -6751, -9156, SPLA-2354, TFMO-0003, -0004, -0006, -0008.

Office furnishing — Tactics: Tables, Cat. Nos. 4TC Series, 4TT series.

Connecting tops, Cat. No. 4TD Series.

Modesty panel, Cat. Nos. 4TMD-N Series, 4TMD-P series.

Electrical accessories:

Basefeed, Cat. No. CHBF1.

Raceway, Cat. No. CHPDA1.

Single circuit double head basefeed, Cat. No. PBBF15.

Single circuit double head cord connection basefeed, Cat. No. PEB4.

Single circuit extended power connector, Cat. No. PBPT2.

Single circuit raceway, Cat. No. PBPA5.

IF table system:

Power distribution block, Cat. No. PBPA6.

+Office furnishing accessories-first generation.

++Office furnishing accessories-second generation.

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APPENDIX J

UL Letter from Haworth

HAWORTH®
change by design

STATEMENT

Haworth panel systems are evaluated and Listed by Underwriters Laboratories, Inc. (UL). Haworth electrical components are also evaluated and Listed by UL "for use with" the individually Listed panels system(s).

The UL Mark and services of UL apply to product as it is originally manufactured and sold. It is UL's authorization to the manufacturer to declare that the product meets all requirements. Once the product is used and resold, alterations or repairs cannot be anticipated unless the product has been subject to UL evaluation at that point. An excerpt from UL's "The Code Authority" July 2004 issue states:

When a UL Listed product is modified after it leaves the factory, UL has no way to determine if the product continues to comply with the safety requirements used to certify the product without investigating the modified product. UL can neither indicate that such modifications "void" the UL Mark, nor that the product continues to meet UL's safety requirements, unless the field modifications have been specifically investigated by UL. It is the responsibility of the regulatory authority to determine the acceptability of the modification or if the modification is significant enough to require one of UL's Field Engineering Services staff to evaluate the modified product.

Haworth has a UL approved procedure and product in place to supply fabric that meets the original construction. The use of the Haworth fabric refurbishment kit will assure that the modification will comply with the original Listing requirements.

HAWORTH, INC.

Robert J. Dutmers
Supervisor
Sales Engineering / Agency Compliance

June 16, 2006
Date



APPENDIX K

Warranty



DBI Business Interiors
912 East Michigan Avenue
Lansing, MI 48912
(517) 485-3200 Phone
(517) 485-3202 Fax

DBI Business Interiors

Product Non-Obsolescence and Warranty Policy

(This DBI Product Non-Obsolescence and Warranty Policy applies to products refurbished after January 1, 2006)
DBI Business Interiors will make a good faith effort to maintain product compatibility within our various generations of product platforms to provide our customers with spaces that adapt to change. DBI's non-obsolence policy commits to provide our customers with products of comparable function or operational characteristics for a term equal to the warranty period. DBI fabrics and finishes must be updated periodically to maintain the market appeal of our products and respond to the demands and changing preferences of our customers. As a result some fabrics and finishes are periodically discontinued.

If a new product purchased or leased from DBI proves to be defective (as defined below) while the product is still owned or leased by the initial purchaser or lessee and if the initial purchaser or lessee gives DBI written notice of the defect within the Applicable Warranty Period, then, except as provided below, DBI will, at DBI's option, either repair or replace the product, at DBI's expense, or refund to the buyer the purchase price of the product. A notice must be addressed to DBI Business Interiors at 912 East Michigan Ave., Lansing Michigan 48912. Attention: Service Department. Except as provided below, a product shall be considered "defective" if DBI finds that it is defective in materials or workmanship and if the defect materially impairs the value of the product to the buyer or lessee. Applicable Warranty Periods are set forth below. Each Applicable Warranty Period begins on the day the product is refurbished. If products are not installed by a DBI trained installer, DBI may not consider the product to be defective and will not repair, replace or refund its price.

Product(s)	Applicable Warranty Period
All DBI products except those listed below	LIFETIME
Electrical components, electrical accessories and fixed task lighting, excluding under floor power; seating mechanisms *, excluding mechanisms in wood or wood framed chairs; seating glides and casters, stack chair frames, wall products; Paradocs storage; if high performance edge worktops	TEN YEARS
All DBI products that are at any time used in a classroom or educational environment (other than administrative areas), except products listed below	TEN YEARS
Wood or wood framed products and wood chairs including their mechanisms; gel arm caps; fabric scrims and fabrics rated (A) Heavy Duty under Association of Contract Textiles guidelines; Cabriolet; user-adjustable worksurface mechanisms; thermofused laminates; slow close mechanisms; ambient and flexible task lighting; and Jump Stuff products other than Boogie Board (lifetime)	FIVE YEARS
All flooring products, including under floor power, other than factory-applied surfaces; plastic ultraviolet light color fastness; fabrics rated (a) General Contract under the Association of Contract Textiles guidelines *	THREE YEARS
Non-standard Specials products; Crossings products with Texon T-90 material; soft palm rest; mouse pad insert; Pelican Drawer; translucent edge marring; products that are manufactured outside North America and sold into the North American market; factory-applied surfaces on flooring products	ONE YEAR



* The Applicable Warranty Period for these products is single shift forty hour week. If the chair is used more than this, then the Applicable Warranty Period will be reduced in proportion to the increased usage. For example, if the chair is used an average of sixty hours per week, then the Applicable Warranty Period for the fabric will be two years and the seating mechanisms six years, eight months.

A product will not be considered to be defective, and Haworth will not repair, replace or refund its price if the product (1) is a consumable product, such as a lamp, light ballast or surge suppression product, (2) is "Customer's Own Material" (i.e. material specified by the buyer or lessee that is not a standard DBI product offering), (3) is not installed and used as recommended in DBI's written planning, installation and user guides, (4) has been otherwise misused or suffered abusive damage or (5) is a product that is manufactured by a third-party supplier from whom DBI purchases it and then re-sells it without incorporating it in other DBI products (in which case DBI will assign to the buyer or lessee any assignable warranty that the manufacturer gives to DBI). A defect in materials or workmanship does not include (a) normal wear and tear, (b) damage caused by an Act of God or by transportation, reconfiguration or other movement of the product, (c) a product alteration made without DBI's express written authorization, (d) a natural variation occurring in wood, marble or leather or (e) failure of the color, grain or texture of wood, marble, leather or fabric to match or be colorfast.

EXCEPT AS STATED ABOVE, DBI DOES NOT MAKE ANY WARRANTY AS TO ANY PRODUCT AND, IN PARTICULAR, DOES NOT MAKE ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. Product repair or replacement or refund of the price, at DBI's option, in accordance with this Policy, is the buyer's or lessee's exclusive remedy for a product defect. Haworth shall not have tort liability with respect to a product, and DBI shall not be liable for any consequential, economic, indirect, special, punitive or incidental damages arising from a product defect.

Issue Date: January 1, 2006



APPENDIX L

**Clarification Questions for DBI
ITB# 07116200036
Refurbished Furniture and Related Services
March 9, 2006**

Responses due in Word Format via email to gyorkosl@michigan.gov
by **noon on Monday, March 13, 2006**

1. Is there a reason why Sections 1.222 through 1.224 of the ITB were not discussed in your proposal?

We apologize. We understood that we were to follow the same format as the new furniture I.T.B., and made this assumption based on addendum #1 question and answer #3. We are addressing 1.222 through 1.224 below:

Cleaning

DBI is very successful in their cleaning services. We put no restrictions on what product we clean. We do projects as small as one tack board to complete floors. Several State projects and agency's including DEQ, DMB, and DLEG have used this service with excellent results.

Re-fabric/Re-laminate

DBI offers complete re-fabricing. This includes tack boards, flipper door fronts, and panels. We use only Haworth certified O.E.M. parts and materials. DBI also offers re-laminating on work surfaces using only laminates provided by Haworth. Please note that in some cases it may be more prudent to purchase new. DBI has no restrictions other than the requirement set forth in the ITB that all Haworth O.E.M. parts and materials be used.

Painting

DBI offers painting of steel products and parts. We use Haworth provided paints. We can also paint other manufacture's products with our colors to help in the reuse of inventories. Example would be files and pedestal units.

2. Do you perform continuity and/or hi pot tests for the electrical retro-fit units?

DBI tests all receptacles at the time of installation with a continuity circuit tester to insure that all circuits that are energized are working properly including the neutrals and grounds. Since we only use Haworth O.E.M. parts the Hi-Pot testing has already been completed by the manufacturer.

3. Do you have ASTM, ANSI/BIFMA certifications on your refurbished furniture?

DBI does not provide ANSI/BIFMA certifications because refurbishing is completed under Haworth's certified dealer program using all O.E.M. parts and material. This allows for all of the original certifications to remain in affect.

4. Haworth and DBI have a 10 - year warranty on their electrical components- how did Haworth arrive at the 10 years? Was there testing conducted? Can we get a copy of the results?

Haworth's electrical system is warranted for 10 years matching the rest of the industry. The Power Base components have been produced for twenty years with exceptional performance and Haworth has more than eight million raceways in service. Haworth has testing results that are submitted to and used by UL for listing our products but they are confidential.



**Clarification Questions for DBI
ITB# 07116200036
Refurbished Furniture and Related Services
March 9, 2006**

5. If a sub contractor does any of the refurbishing, does the product still have industry standards?

If it is a DBI certified contractor, the answer is yes.

6. How would you re-furbish a discontinued Haworth fabric or trim color?

If the product (yours or ours) is in the discontinued fabric the first step would be to see if the existing product could be cleaned. Discontinued fabric usually can be special ordered in minimum quantities of 500 yards. If a specific fabric cannot be obtained then a complimentary color may need to be considered.

DBI has a wide selection of trim in inventory. In the case that we would no longer have a specific trim color then selecting a complimentary color or repainting may need to be considered.

DBI does not recommend painting vinyl "T" molding.

7. Please provide white papers from Haworth on sustainability that was a follow-up to the discussion that took place during the site visit.

See attached Haworth document in hard copy file for reference.



**Questions for DBI
June 14, 2006**

1. Q: What items are available under the Express Program under each product line? (If not covered in earlier presentation)

A: DBI's Express Program closely mirrors Haworth's program but we have the capability to offer additional items at different times based on our constantly rotating inventory.

2. Q: Are all the items listed in the 5/22 Item Listing for Appendix C available on the Express program?

A: Yes, based on a sole source award only.

3. Q: Would you use certified Haworth installers to install refurbished furniture?

A: Yes. Required by Haworth and DBI to maintain warranty.

4. Q: Exactly what product are you offering? Servicing existing Haworth installed or do you currently have refurbished inventory?

A: Unigroup, Places, and 950 series products. We are offering services for the State's existing Haworth product and also Haworth from our inventories.

5. Q: Does re-furbished product have the warranty through Haworth?

A: Yes

6. Q: Clarify warranty timeframes on existing/re-furbished product?

A: By using certified installers through Preferred Haworth dealers the original warranty will continue uninterrupted from the original date of purchase accruing to the original owner. (State of Michigan)

7. Q: Would training be available on Canvas?

A: Yes.

8. Q: Would the State have access to canvas at no charge to the State? What is the actual date of availability?

A: You will access through DBI at no charge. If you would like direct access, the license cost is \$1,000.00 per computer. The availability dates are listed below. All dates below are 2006. (Table was deleted due to dated information)

9. Q: What is DBI's warranty -i.e. refurbish using used parts - does the warranty start over? Re-paint, re-laminate

A: Please see attached document. (DBI Warranty Statement located in Appendix K)

10. Q: The State intends to use a resulting refurbished furniture contract for the disposal of used furniture the State no longer intends to use instead of using State surplus. The State intends on not receiving a credit for the furniture in exchange from the vendor to take this furniture and not charge for the labor to tear it down and haul it away. What would be DBI's minimum number of workstations required for this program to be included on a resulting contract?

A: To our knowledge this was not part of the original I.T.B. There are variable costs associated with this service depending on what products are being disposed of. These costs were not requested or factored into the I.T.B. response. DBI is interested in having further discussion with the State on this issue to develop a plan that is advantageous for both parties.



**Questions for DBI
June 14, 2006**

11. Q: The State encourages vendors to utilize the MiDEAL program for a way to grow their business and save local units of government on their purchases. You have indicated that DBI will not participate in the MIDEAL program. What order minimums would DBI need in order to participate in this program? (e.g. limit it to certain regions of the State, labor mins, product order mins)

A: DBI will extend the contract pricing to members of the MiDeal family based on sole source award of the contract.

12. Q: Is the State of Michigan receiving the “Most Favored Customer” status with the proposed discount? (i.e. the best discount offered to any customer)

A: Yes. No other DBI client enjoys as deep a discount as the one offered in the I.T.B. for the same product lines.

13. Q: DMB, Purchasing Operations would like to be the “showcase” for the vendor with any resulting contract from this ITB. This would be an area where the vendor could display typical state workstations with product offerings. This area would be utilized by DMB, Design and Construction to demonstrate to State agencies new or available lines, ideas, fabrics, trim colors, etc. The State would like to consider this area to be free of charge to the State. What would be DBI’s plans for this area if awarded a contract?

A: Based on a sole source award, DBI would be interested in setting up a “showcase area”. However, to the best of our knowledge, this was not part of the original I.T.B. Therefore, the cost to set up an area as described was not reflected in our final discounted pricing. We would need to have further discussion with the State to clearly understand the scope and intent.



APPENDIX M

Fabric, Trim and Worksurface Standards for DBI

		STANDARD PRODUCT LINES						
	Finishes	UniGroup	Places	Adaptable Components	950 Series/ X Series	Standard Delivery	RUSH Delivery**	
STANDARD PANEL FABRICS								
Pattern	Tatami	available	available	n/a	n/a	available	available	
Colorway	Jute							
Specification Code	W5-5							
Pattern	Tatami	available	available	n/a	n/a	available	n/a	
Colorway	Hemp							
Specification Code	W5-4							
Pattern	Striae	available	available	n/a	n/a	available	available	
Colorway	Element							
Specification Code	C1-AH							
Pattern	Striae	available	available	n/a	n/a	available	available	
Colorway	Beam							
Specification Code	C1-AJ							
STANDARD TRIM COLORS								
Colorway	Beige	available*	available*	available*	available*	available*	available*	
Specification Codes	TR-R							
	HP-34 V-34							
Colorway	Gray Tone	available*	available*	available*	available*	available*	available*	
Specification Codes	TR-G							
	HP-62 V-8L							
STANDARD LAMINATE								
Colorway	Maple	available*	available*	available*	available*	available*	available*	
Specification Codes	H-AE							
	HP-AE							



APPENDIX N

Critical Path Timeline

