

# CONTRACT

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## OAKLAND COUNTY PURCHASING DIVISION

Executive Office Building 41 West  
2100 Pontiac Lake Rd.  
Lower Level  
Waterford MI 48328-0462  
Main Phone 248/858-0511  
www.oakgov.com/purchasing/  
Interior Environments  
Ray Werner  
20700 Civic Center Dr Ste 250  
Southfield MI 48076

<b>Contract ID</b> 000000000000000000002556		Page 1 of 2	
<b>Contract Dates</b> 06/04/2009 to 06/30/2012		<b>F.O.B.</b> DEST	<b>Terms</b> NET 30
<b>Buyer</b> Scott Guzzy	<b>Phone</b> 248/858-5484	<b>Email</b> guzzys@oakgov.com	
<b>Description:</b> Allsteel Furniture-M, COOP		<b>Contract Maximum</b> 108,000.00	

**Vendor ID** 0000014093  
**Phone:** 248/213-3010 Ray Werner  
**Fax:** 248/213-3011 rwerner@ieoffices.com

Tax Exempt ID: 38-6004876

Line #	Item Number	Item/Description	Category Co	Item UOM	Contract Price
1	000000000000023759	Allsteel Furniture	56100000	EA	1.00

2009/06/15 CLA

Policy as follows:

All County departments utilizing this furniture contract shall adhere to the steps below when ordering furniture, furniture parts, installation, and/or furniture maintenance. The requesting department must verify all items needed and purchases with Facilities Management.

Facilities Management will provide the requesting department with a quote from the Interior Environments confirming the items to be ordered and price. Facilities Management will also provide a Furniture Request Form, which must be completed by the requesting department.

The requesting department will need to complete the Furniture Request Form that is attached and incorporated into this contract as Appendix B prior to any order being processed. The charge to account numbers and purchase order number must be included, as well as the signature of an authorized representative from the department.

The requesting department will complete a requisition utilizing the furniture contract and referencing the quote from Interior Environments. A purchase order will then be generated, which is to be listed on the Furniture Request Form. The requesting department will then e-mail (purchasing@oakgov.com) or fax (248.858.1677) the completed form and a copy of the quote to Scott Guzzy at Purchasing.

Purchasing will forward the completed Furniture Request Form, quote and Purchase Order to Interior Environments for processing.

The requesting department is to send a copy of the completed Furniture Request Form to the project manager at Facilities Management.

Below is the current Facilities Management policy:

### Furniture Request Policy

- All furniture requests are to be sent to Ed Joss (Supervisor – Facilities Planning) via an FM&O Maximo Work Order.
- Furniture orders shall only be accepted by Interior Environments if they are pre-approved by Facilities Management.

2	000000000000023760	Allsteel Furniture Request Form	56100000	EA	1.00
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2009/06/16 CLA  
Contract Finalized

Authorized Signature

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2010/06/14 cmc  
 CO 01  
 Extend the contract expiration date from 06/30/10 to 06/30/11

2011/01/27 CJB  
 System Change A -  
 Add \$8,000.00 to the contract not to exceed amount. The contract NTE will change from \$50,000.00 to \$58,000.00.

2011/05/17 CLA  
 CO 02  
 Extend the contract expiration date from 06-30-2011 to 06-30-2012.  
 Add \$50,000.00 to the contract not to exceed amount. The contract NTE will change from \$58,000.00 to \$108,000.00.

Authorized Signature