



Statewide Term Contract

870A – Window Blinds

Bid Number	201700020
Contract Name	Window Blinds
Effective Dates	September 17, 2018 through June 16, 2024
Awarded Vendor(s) and Contacts	Light Consultants LLC Debbie Light (423) 648-5945 (866) 305-8020 Fax
Awarded Categories	Light Consultants LLC Category II, Wood & Faux Wood/Composite Blinds <ul style="list-style-type: none">• Type I: 1" Nominal
Contract Covers	This contract is intended to cover the state's normal requirements for window blinds.
Mandatory Contract	This is a mandatory Statewide Term Contract for state agencies, departments, institutions, universities, and community colleges, unless exempted by North Carolina General Statute. Non-mandatory entities, including schools and local government, may use this contract if allowed by general statute.
Special Note	Please do not contact the contractors for measurement and installation unless you are seriously considering issuing a purchase order.
Contractor Responsibilities	It is the responsibility of the contractor to call on any state agency, institution, public school, university, or participating non-state agency to discuss requirements and upon written request, take and guarantee measurements. Contractor is obligated to respond to such requests. Contractors responding to telephone requests for measurements will do so at their own risk. The state will not be responsible for misunderstandings resulting from oral requests.
Measurements	<p>Upon request, vendor shall provide detailed instructions to authorized contract users for obtaining window measurements for blind purchases. Where a user requires onsite assistance with making a product determination and/or with taking exact window measurements, a written request for assistance shall be forwarded to the contracted vendor on user's letterhead and signed by personnel authorized to contract on behalf of the entity.</p> <p>The vendor will complete on-site measurements within 14 consecutive calendar days after receipt of request. The state reserves the right to consider the measurement schedule offered as a factor in determining the award of the contract. Vendors are cautioned that excessive measurement schedules, as determined by the Division of Purchase and Contract, may be cause for non-award. Vendor measurement schedule offered herein shall be deemed as firm and vendor compliance is expected throughout the term of the contract. Failure of the vendor to meet stated measurement schedule(s) may be cause for removal from the contract.</p> <p>NOTE:</p>

	<p>Vendor onsite assistance should be requested only when there is a high degree of certainty that a contract purchase will be made. If a vendor travels to a site and assists a contract user with window measurements, but then the user decides not to go through with the contract purchase, the vendor may invoice that user for time and travel up to a maximum of \$200. Any vendor invoice for this service shall include itemization of all associated costs. Mileage rate shall not exceed the federal rate for calendar year 2018 of \$0.545 per mile.</p>
Labels	<p>All blinds sold under this contract shall be labeled inside the headrail with the vendor's name and date of shipment. If the vendor installs the blinds, the date of the installation must be shown in place of the shipment date. Failure to comply with this requirement will result in rejection by the quality assurance inspectors and failure to release invoices until such omission is corrected.</p>
Minimum Order	<p>This contract will be for a minimum order of \$50.00 for any single order*. Users are not required to use this contract for orders less than the minimum order. However, the user may elect to use this contract for orders less than the minimum order if the contractor elects to accept such orders. In such cases, the order will be shipped prepaid with transportation charges added to the invoice as a separate item.</p> <p>*A single order is defined as the total cost of the items ordered, not the total of the purchase order.</p>
Contract Items and Pricing	<p>Pricing information will be loaded into E-procurement. The vendor must furnish descriptive literature/color charts to any agency within five (5) business days after request by the agency.</p>
Installation	<p>This contract provides for blinds to be furnished only, or to be furnished and installed. In instances where "furnish and install" is requested, blinds are to be delivered and installed within a guaranteed delivery and installation schedule.</p> <ul style="list-style-type: none"> • Light Consultants LLC shall complete delivery and installation within 30 days after receipt of order. <p>It is important that agencies make the contract administrator aware of any delivery or installation problems.</p> <p>If circumstances beyond the control of the contractor result in a late delivery and installation, it is the responsibility and obligation of the contractor to make the details known immediately to the contract administrator.</p>
Minimum Installation Charge Per Location*	<p>The contractor shall invoice at the actual installation cost of the blinds, per location*.</p> <p>The minimum installation charge shall apply only in cases where the installation cost of the blinds exceeds the minimum installation charge.</p> <p>*Location is defined as one or more buildings within proximity to one another requiring installation service. The minimum installation charge is not intended to apply to each building at a single location. When installation can be completed at more than one building, and it is not necessary for the installer's equipment to be transported by vehicle between the installation sites, only one minimum installation charge should be applied.</p>

Transportation Charges (FOB destination)	All goods shall be delivered FOB destination for all orders greater than or equal to the minimum order, when shipped to a single destination. Orders for less than the minimum order will be shipped prepaid, with transportation charges added to the invoice as a separate item. Transportation charges levied by the contractor for orders greater than or equal to the minimum order, when shipped to a single destination, may be cause for removal of the contractor from the contract. In instances where the contractor makes partial shipments greater than or equal to the minimum order to one destination, all shipments of the order shall be sent FOB destination with <u>no</u> additional transportation charges.
Delivery	<p>This contract provides for blinds to be furnished only, or to be furnished and installed. In instances where “furnish only” is requested, blinds are to be delivered within a guaranteed delivery schedule.</p> <ul style="list-style-type: none"> • Light Consultants LLC shall complete delivery within 10 days after receipt of order. <p>It is important that agencies make the contract administrator aware of delivery problems.</p>
Taxes	Prices or discounts shown herein do not include any North Carolina sales, disposal or use taxes.
Warranty	The contractor(s) guarantees items offered to be free from any and all defects in material, packaging and workmanship and agrees to replace defective items promptly at no charge to the state for a period of 5 years from date of acceptance. Such replacement shall include parts, freight, labor, and round-trip travel to the user’s site, which will be the responsibility of the contractor. The contractor(s) also guarantees installation of blinds for 5 years.
Order Placement	Orders will be placed throughout the contract period on an as-needed basis for the quantity required at the time, and will be issued directly to the respective vendor(s).
QA Inspections	It is the responsibility of the receiving agency to inspect all materials, supplies and equipment upon delivery to insure compliance with the contract requirements and specifications.
E-Procurement Help Desk	(888) 211-7440
How to Use E-Procurement Line Item Catalog	Orders shall be placed through E-Procurement using a procurement card. After logging in, use the Search Bar or Tiles to search for catalog items. When using the search bar, enter the desired search criteria (keyword, supplier part #, manufacturer, Statewide Term Contract ID (870A), category) to get to the vendor punch-out catalogs. Each awarded vendor will provide a core list of items and ordering instructions on how to place orders under the contract
Contract Manager	Austin Kiziah (984) 236-0237

Contract Addenda	7/13/2021: Contract renewed/extended through 9/16/2022.
	8/8/2022: Effective Sept. 17, 2022, The Dize Company price for installation will increase to \$275.00.
	10/10/2022: Contract Administrator changed to Ryan Longmire
	1/24/2023: Contract Administrator changed to Contract Manager Kayla Glenn
	8/21/2023: Contract Manager changed to Melissa Pressley
	9/21/2023: Contract renewed/extended through 3/16/2024.
	11/20/2023: Contract Manager updated to Austin Kiziah.
	3/15/2024: Contract extended through 5/16/2024.
	5/15/2024: Contract extended through 6/16/2024.