

**State of North Carolina E-Procurement Service
 Division of Purchase and Contract
 Ordering Instructions for Term Contract 420D
 Furniture, Library, Wooden**

Vendor	Contact	Phone Number	E-Mail Address
Adams-Mulford, Inc 2880 Ridgewood Park Dr Winston-Salem, NC	Mike Mulford	888-396-9060	sales@adamsmulford.com

Authorized Dealers

Institutional Interiors, Inc. Ricky Abrams P.O. Box 5269 Emerald Isle., NC 1-800-849-2631 triplei@clis.com	Institutional Interiors, Inc. John S. Bell Jr. P.O. Box 5269 Emerald Isle., NC 1-800-849-2631 triplei@clis.com	Institutional Interiors, Inc. Jo Tilghman 1711 Chestnut Street Wilmington, NC 910-251-3610 triplei@clis.com
Institutional Interiors, Inc. Dru Milliken P. O. Box 90756 Raleigh, NC 919-571-6192 triplei@clis.com	Institutional Interiors, Inc. Jack Ridge P.O. Box 5524 High Point, NC 336-882-9303 triplei@clis.com	Institutional Interiors, Inc. Roddy W. Seymour 101 West 14 th Street Greenville, NC 252-758-2212 triplei@clis.com
Institutional Interiors, Inc. Jeff Martin 5431-A Strawberry Hill Charlotte, NC 704-366-4108 triplei@clis.com	Institutional Interiors, Inc. Scott Seymour 101 W. 14 th Street Suite 110 Greenville, NC 252-758-1100 triplei@clis.com	

Detailed product information can also be found at <http://www.amcase.com>

Steps to place your order via E-Procurement:

1. Contact the authorized dealer, Institutional Interiors, Inc., to obtain a quote. Prices should refer to the Bookcase Price List 2002. Be sure that the quote includes the following, according to the terms of Contract 420D:
 - o Proper installation charge
 - o Proper delivery
 - o Proper fixed discount
 - o Proper additional discount
2. Provide Institutional Interiors, Inc. with your eRequisition number
3. Institutional Interiors will email you an official quote, referencing your eRequisition number, with NC pricing
4. Save the official quote on your computer
5. Return to your saved eRequisition in E-Procurement
6. Click on "Add Items"
7. Click on the tab marked "Non-Catalog"
8. In the field titled "Full Description", type in "Adams-Mulford order per Term Contract 420D; Vendor Quote #<enter vendor quote>" plus additional descriptive text
9. In the field titled "Commodity Code", click on the +, and select one of the following commodity codes:

420	56	Library Furniture: Book Trucks, Card Cabinets, Carrels, Chairs, Curb-Side Book Returns, Dictionary Stands, Step Stools, Tables, etc.
420	30	Furniture, General (Custom Made)
420	52	Library Shelving, Wood

10. In the field titled "Supplier", click on the +, select 'Institutional Interiors'
11. In the field titled "Quantity", type in the appropriate quantity of your order
12. In the field titled "Unit of Measure", leave the default EACH
13. In the field titled "Price", type in the total price as provided by the official quote with NC pricing
14. Complete all other appropriate information on this page and click "Add Item"
15. On the View Line Items page click "Edit" to access the Edit Line Item page
16. On the drop down box next to "Contract?" select "Statewide"
17. When you select "Statewide", the "Contract ID" Field appears
18. Enter the Term Contract ID Number into the "Contract ID" field. Do not use spaces or dashes in the Term Contract ID Number. Your Term Contract Number should be entered as follows: "420D"
19. Click "OK"; repeat the "Edit" steps for all State Contract line items; when completed click "Next"
20. Complete the Shipping and Accounting screens appropriately
21. On the Comments Page, in the "Comments – Entire eRequisition" comments box, type in the following "See attached official configuration quote #xxxxx"
22. Click Add Attachment, browse for the saved official quote on your computer, select it, and click OK
23. Make sure the attachment name appears below the comments box
24. Continue your order placement process and submit your eRequisition

Additional Information

Delivery	45 - 90 days
Installation Percentage (%) of Net Cost	7%

Manufacturer	Series	Model	Catalog	Fixed Discount	Price List
Circulation Desk					
Adams-Mulford	Bookcase	Walden WHXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	Walden WEXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Shelving, Wood					
Adams-Mulford	Bookcase	SEXXXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	SSXXXB	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	SSXXXXL	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	SSXXXBL	Bookcase Catalog 2002	57%	Bookcase Price List 2002

Adams-Mulford	Bookcase	SAXXXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	SAXXXB	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	SAXXXL	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	SAXXXBL	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	MSXXXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	MSXXXXB	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	MAXXXL	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	MAXXXBL	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	FSXXXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	FSXXXXB	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	FSXXXL	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	FSXXXXBL	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	FAXXXB	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	FAXXXL	Bookcase Catalog 2002	57%	Bookcase Price List 2002

Adams-Mulford	Bookcase	FAXXXXBL	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	ASXXXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	AAXXXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	AAXXXXB	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	AAXXXXL	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	AAXXXXBL	Bookcase Catalog 2002	57%	Bookcase Price List 2002

Companion Items (Panel End Design Including Furniture for Computers)

Adams-Mulford	Bookcase	Walden WHXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	Walden WEXXXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	HDWXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	Epic EhXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	EEXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	Walden WSXXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	Walden WAXXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002

Companion Items (Leg Base Design Including Furniture for Computers)

Adams-Mulford	Bookcase	WHXXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002
Adams-Mulford	Bookcase	WEXXX	Bookcase Catalog 2002	57%	Bookcase Price List 2002

Additional Discounts Net Price	-
\$1,000 to \$9,999	2%
\$10,000 to \$14,999	2%
\$15,000 to \$19,999	2%
\$20,000 to \$24,999	4%
\$25,000 to \$29,999	4%
\$30,000 to \$34,999	4%
\$35,000 to \$39,999	4%
\$40,000 to \$44,999	5%
\$45,000 to \$49,999	5%
\$50,000 to \$99,999	6%
\$100,000 and up	6%