

**State of North Carolina E-Procurement Service
 Division of Purchase and Contract
 Ordering Instructions for Term Contract 425E
 Ergonomic Seating**

Vendor	Contact	Phone Number	E-Mail Address
Allseating Corporation	Jessica Carrick	(888) 511-1187	Jessica@allseating.com
Chairs by Cooke, Inc.	Mark Eller	(828) 584-6653	cbc@chairsbycooke.com
Dauphin North America	Jesse Davis	(800) 367-1494	Jdavis@dauphin.com
Girsberger Industries Inc.	Stan Johnson	(919) 934-0545	sjohnson@girsberger-usa.com
Macthrift Office Furniture	Donna Barkley	(800) 955-2585 x 119	d.barkely@macthrift.com
NOW Seating Corporation	Jessica Carrick	(888) 511-1187	Jessica@allseating.com
Sit On It Seating	Bryan Ogden	(888) 274-8664	Bogden@sitonit.net
Steelcase Inc	Barry Popma	(616) 246-4552	Bpopma@steelcase.com

*complete list of vendor resellers is located at end of document

Steps to place your order via E-Procurement:

1. Contact the vendor representative to obtain updated NC pricing. Prices are to be MSRP less a set discount as stated in the contract
2. Provide vendor with your eRequisition number
3. Vendor will email you an official configuration quote with NC pricing
4. Save the official configuration quote on your computer
5. Return to your 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 "Ergonomic Seating order per Term Contract 425E; Vendor Quote # <enter vendor quote #>" plus additional descriptive text
9. In the field titled "Commodity Code", click on the +, select the appropriate NIGP code listed below:

NIGP Code	NIGP Description
425-60	Posture Chairs

10. In the field titled "Supplier", click on the +, select the appropriate vendor which provided the quote
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 per unit as provided by vendor's official configuration 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: "425E"
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 configuration 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

Contractor/Manufacturer	Delivery ETA
All Seating Corporation/Same	15 Days
Chairs by Cooke, Inc./Same	15 Days
Dauphin North America/Same	3 - 15 Days
Girsberger Industries, Inc./Same	15 Days
MacThrift/Zoom	15 - 21 Days
NOW Seating/Same	7 - 10 Days
Sit-On-It Seating/Same	15 Days
Steelcase, Inc./Same	30 Days

Refer to the contract for restrictions and additional information.

List of Resellers by Location

Location	Dealer Name/Address/E-mail contact	Phone Fax	Manufacturer(s) Represented
Albemarle	Office Innovations 56-2010594 PO Box 1236 339 Pee Dee Ave. – 28001	800-560-1089 704-985-1969 704-463-0407 Fax	Sit-On-It
Arden	Hoyle Office Supplies, Inc. 56-0476590 180 Glenn Bridge Road – 28704 Mike Hoyle j.prescott_hoyle@mindspring.com	800-273-6815 828-681-8797 828-681-5933 Fax	Chairs by Cooke
Asheville	Office Environments of Asheville 56-1750298 PO Box 1750298 1070 Tunnel Rd– 28805 Sarah Rosenbarger, Chris Young Chris@oeasheville.com ; Sarah@oeasheville.com	828-299-3300 828-299-3046 Fax	All Seating Dauphin Sit-On-It Steelcase
Asheville	Professional Business Interiors 56-2201882 218 Ridgefield Ct Bldg 200 – 28806 Darren Pinkerton pbiasheville@aol.com	800-821-2744 828-665-1771 828-665-8564 Fax	Chairs by Cooke Dauphin Sit-On-It
Boone	W.J. Office City 56-1155328 PO Box 3529 643H Greenway Road – 28607 Catherine Boone, Nathan Chayney nachayney@wjoffice.com ; nate@wjoffice.com	800-289-5802 828-264-3283 828-264-0972 Fax	All Seating Chairs by Cooke Sit-On-It
Burlington	Kenco Office Furniture, Inc. 56-2041480 PO Box 690 642 East Webb Ave. - 27216	877-4KO-DESK 336-227-9111 336-227-9988 Fax	Sit-on-it

Chapel Hill	Triangle Office Equipment 56-1019983 P.O. Box 2372 300B S. Elliott Rd. – 27515 Trey Jones Trey@triangleofficeequipment.com	919-929-4203 919-929-7647 Fax	Chairs by Cooke Dauphin NOW Seating
Charlotte	Carolina Business Interiors 56-1743652 4020 Yancey Road – 28217 Dave Longo David@cbi-nc.com	704-525-7630 704-527-9361 Fax	Dauphin Sit-on-it
Charlotte	CEO Furniture 56-2110420 PO Box 35162 – 28235 2001 E 7 th St, Suite 105C – 28204	704-367-7844 704-367-4988 Fax	NOW Seating
Charlotte	Corporate Express 84-1248716 3125-F Horseshoe Lane – 28208	704-357-3051	Sit-On-It
Charlotte	Forms and Supply, Inc. (W) 56-0903427 P.O. Box 563953 6410 Orr Road – 28213 Buddy Jordan buddy.jordan@formsandsupply.com	800-532-0335 704-598-8971 Ext. 274 800-635-9968 Fax	All Seating Sit-on-it
Charlotte	Gregory Grier, Inc. 56-2136494 2326 Distribution St. – 28203 Martha Jane Poisson	704-375-3375 704-375-1710 Fax	NOW Seating
Charlotte	Ivan Allen Furniture Company 58-2476875 1426 South Tryon Street – 28203-4238 steven.speet@ivanallen.com	704-373-2250 704-374-9634 Fax	Steelcase
Charlotte	Miller Services 59-1704328 P.O. Box 36407 100 E. Park Avenue – 28203 John Childers millers@bellsouth.net	800-432-6153 704-372-3320 704-374-0486 Fax	Chairs by Cooke
Charlotte	Office Environments, Inc. 56-1409762 P. O. Box 411248 11415 Granite St. – 28273-6429 Dave Graves Dgraves@office-environments.com	704-714-7200 704-714-7400 Fax	Steelcase
Charlotte	Office Interiors, Inc. 56-1143947 1100 Central Avenue – 28204-2104 Mark Collins mcollins@oiteam.com	704-332-2661 704-332-9014 Fax	All Seating NOW Seating Sit-on-it
Charlotte	Step Up, Inc. (W) 56-1765503 801-I Atando Ave – 28206 stepup45@mindspring.com Arlene Kessler	704-331-0588 704-331-0644 Fax	All Seating

Charlotte	Stephens Office Systems 56-1233849 308 Foster Avenue – 28203 John4@stephensoffice.com John Stephens	704-525-7912 704-525-4815 Fax	All Seating
Durham	Alfred Williams & Company 56-0715557 3412 Westgate Dr. Suite 300 – 27707 Lee Carr lcarr@alfredwilliamsandco.com	919-493-6508 919-493-6507 Fax	Dauphin Sit-On-It
Durham	Brame Specialty Company 56-0615152 PO Box 271 619 Foster Street – 27702 Donna Haynes brameop@mindspring.com	800-533-2041 919-683-5530 919-683-9692 Fax	All Seating
Durham	MacThrift Office Furniture 56-1256232 1418 Avondale Drive – 27701 Donna Barkley; Bill Crawley; Joe Crawford d.barkley@macthrift.com	800-955-2585 919-956-5585 919-956-7499 Fax	Chairs by Cooke Dauphin Girsberger Sit-On-It Zoom
Durham	Prestige Office Products 56-1434978 4502 Bennett Memorial Road – 27705	888-846-5634 919-383-9353 919-383-6991 Fax	NOW Seating
Elizabeth City	Coastal Office Equipment 56-0647536 P. O. Box 321 - 27909-0321 Clarence Burke coastaloffice@simflex.com	252-335-2927 252-331-2927 Fax	Chairs by Cooke
Emerald Isle	Institutional Interiors, Inc. 56-0946637 P.O. Box 5269 7601 Emerald Drive – 28594 John Bell triplei@mal.clis.com	800-849-2631 252-354-9400 252-354-5550 Fax	All Seating Chairs by Cooke Dauphin NOW Seating Sit-On-It
Fayetteville	Corporate Interiors and Sales, Inc. 56-1726425 P.O. Box 35106 – 28305 1329 Morganton Road - 28305 Margaret Teele corporate-interiors@worldnet.att.net	910-483-7000 910-483-7006 Fax	All Seating Dauphin NOW Seating Sit-on-it
Fayetteville	Williams Office Environments 56-0747923 P.O. Drawer 129 – 28302-0129 407 Ray Avenue – 28301-4915 Lamar Williams Wmsoffeg@infi.net	800-729-9455 910-483-0354 910-483-4077 Fax	Steelcase
Gastonia	ACT Office City 56-2031724 320 West Main St. – 28052	704-810-9800 704-810-6780 Fax	NOW Seating
Gastonia	Carolina Office Interiors 56-1934344 P.O. Box 839 174 South Street – 28052 Herb Wilson	704-865-1236 704-865-1832 Fax	All Seating

Greensboro	Alfred Williams & Company 56-0715557 8007 National Service Rd – 27419 rrhodes@alfredwilliamsco.com Ross Rhodes	336-665-0660 336-665-0360 Fax	All Seating Sit-On-It
Greensboro	Business Resource Group 08-1590800 5710-K High Point Rd. – 27407	336-218-0925 336-218-0949 Fax	Sit-On-It
Greensboro	Coates, Inc. 56-0756108 29 E. Market St. – 27405 Herman Coates	336-275-5111 336-275-5111 Fax	All Seating
Greensboro	Corporate Express 84-1248716 4500 Green Point Dr. Ste. 101 – 27410 Kim.williams@cexp.com	800-289-0997 336-605-5985 336-712-9786 Fax	All Seating Sit-On-It
Greensboro	Design Central Interiors 56-2245285 206 S. Elm Street – 27401 Faye Smith	336-334-0104 336-334-0172 Fax	NOW Seating
Greensboro	Kester Business Systems 56-1181171 PO Box 18444 200-D Pomona Drive – 27407-1637 Craig Kester	800-622-2008 336-855-1600 336-855-1664 Fax	Chairs by Cooke
Greensboro	MacThriff Office Furniture Company 56-1256232 719 N. Regional Rd. - 27402 Kim Cockerham; K.cockerham@sof.com	800-933-6967 336-274-4661 336-274-0185 Fax	Chairs by Cooke Dauphin Girsberger Sit-On-It Zoom
Greensboro	Office Interiors 56-1143947 426 Gallimore Dairy Road – 27409	336-664-1164 336-664-1134 Fax	Sit-on-it
Greensboro	Piedmont Office Suppliers, Inc. 56-0684705A P.O. Box 1680 – 27402-1680 3206 Rehobeth Church Road – 27406 Christopher Sharpe; Jerry Lakin Christopher.s@piedmont-office.com piedmont@offnet.com	800-223-6709 336-856-0100 336-856-1101 Fax	Chairs by Cooke Dauphin Sit-On-It
Greensboro	Simmons Office Interiors 56-1672042 3408-L West Wendover - 27407 Bill Simmons bsimmons@sitsmart.com	336-292-8525 336-292-5098 Fax	Dauphin
Greensboro	Storr Office Environments 20-0006328 203 S. Church St. 27401-2903 Laura Skinner; Mary Ellen Goad LSkinner@storr.com	663-273-2183 336-273-1807 Fax	All Seating Sit-on-it Steelcase
Greenville	Institutional Interiors, Inc. 56-0946637 101 West 14 th Street Suite 210 – 27834 Roddy Seymour; iiqvnc@geeksnnet.com	800-871-0713 252-758-2212 252-758-2726 Fax	Dauphin NOW Seating Sit-on-it

Greenville	<p>Macthrif Office Furniture 56-1256232 3107 S. Memorial Drive – 27858 Patti Talton Misti Stein; m.stein@macthrif.com Laura Dawson; L.dawson@macthrif.com</p>	<p>800-745-8586 252-353-1103 252-353-4103 Fax</p>	<p>Chairs by Cooke Dauphin Girsberger Sit-On-It Zoom</p>
Greenville	<p>Taff Office Equipment 56-0943070 P.O. Box 925 569 S. Evans Street – 27834 Chris Woelkers Chris@taffco.com</p>	<p>800-682-8233 252-752-2175 252-758-1984 Fax</p>	<p>Steelcase</p>
Henderson	<p>Corporate Express 84-1248716 1133 Poplar Creek Rd. – 27537 Rich Coleman, Jon Garrett richcoleman@corporateexpress.com jon.garret@cexp.com</p>	<p>888-430-2299 252-436-3000 252-436-3008 Fax</p>	<p>Chairs by Cooke Dauphin Sit-On-It</p>
Hickory	<p>Bumbarger's 56-0494522 PO Box 1807 – 28603-1807 1425 2nd St. NE 28601 Robert Bumbarger; bruce@conninc.com Wayne Melvin; wmelvin@bumbargers.com</p>	<p>800-951-6852 828-322-9461 828-322-1876 Fax</p>	<p>All Seating Dauphin</p>
Hickory	<p>Total Office Environments 56-1721035 939 Third Avenue SE Suite 102 – 28602 Phil Blizzard philattoe@aol.com</p>	<p>828-324-6180 828-324-7449 Fax</p>	<p>Dauphin Sit-On-It</p>
High Point	<p>Hughes-Rankin Company 56-2266886 P.O. Box 1628 – 27261-1628 2020 Logan Street – 27263 Bo Cecil, Dwight Bumgarner sales@hughesrankin.com</p>	<p>800-799-2363 336-841-2363 336-841-2338 Fax</p>	<p>All Seating Dauphin NOW Seating Sit-On-It</p>
High Point	<p>Institutional Interiors, Inc. 56-0946637 P.O. Box 5524 514 W. Parkway Drive – 27264 Jeff Martin triplei@mal.clis.com</p>	<p>336-882-9303 336-882-1932 Fax</p>	<p>Dauphin NOW Seating Sit-On-It</p>
Kinston	<p>Corporate Resources 56-0847715 PO Box 696 – 28502-1554 704-B Plaza Blvd – 28501 – 1554 Craig Bowen Corpres@goldsboronc.net</p>	<p>252-523-5164 252-523-3884 Fax</p>	<p>Steelcase</p>
Liberty	<p>Campus Concepts 56-2005288 P.O. Box 1808 – 27298 Bob Cromer Campusconcepts@triad.rr.com</p>	<p>336-622-3404 336-622-6028 Fax</p>	<p>Chairs by Cooke Dauphin NOW Seating</p>

Liberty	Dixie Equipment Company (W, D) 56-0648644 Box 565 6918 Kinro Road – 27298 Frank Lowe, Gary Davis dequipmt@aol.com	888-371-2276 336-622-4202 336-622-6050 Fax	Chairs by Cooke Dauphin NOW Seating
Liberty	Learning Environments, Inc. 56-1143994 P.O. Box 1127 104 West Swannanoa Ave – 27298 Jamie Martin, Robert Lamar jmartin@learningenvironments.com	336-622-4296 336-622-4298 Fax	Chairs by Cooke Dauphin NOW Seating
Lincolnton	King's Office Supply Inc. 56-1241524 227 E. Main St. – 28092 Bo King Kingsos@bellsouth.net	704-735-7415 704-732-6552 Fax	Chairs by Cooke
Lumberton	Shaw Office Supplies, Inc. 56-1641224 P.O. Box 2502 806 N. Pine Street – 28358 Spencer Howington; Ray Shaw shawofficesupply@carolina.net	910-739-2906 910-671-4087 Fax	Chairs by Cooke
Morehead City	Branch's Of New Bern, Inc 56-0895567 PO Box 3612 712 Arendell St – 28557 David Blythe branchsnd@earthlink.net	252-726-6171 252-726-0395 Fax	Dauphin
Morrisville	Business Resource Group 77-0519990 220 Dominion Drive Suite A – 27560 Jeff Farrell	919-319-6929 919-319-6536 Fax	All Seating Sit-On-It
Morrisville	Carolina Business Interiors 56-1743652 627 Davis Drive Ste. 400 – 27560 Jerry Darnell jerryd@cbi-nc.com	919-991-1077 919-991-1066 Fax	Dauphin Sit-On-It
Morrisville/Raleigh	Storr Office Environments 56-1781661 Gloria Ewing, gewing@storr.com 10800 World Trade Blvd. – Morrisville - 27560 P O Box 90639 – Raleigh - 27675-0639	919-313-3700 919-313-3701 Fax	All Seating Dauphin Sit-on-it Steelcase
Morrisville	Creative Business Interiors 56-2145467 3500 Gateway Circle, Ste. 110 27560	919-319-6900 919-319-6913 Fax	NOW Seating
Mount Airy	Webb Associates Interiors 56-1299361 452 West Lebanon Street – 27030	336-786-8745 336-786-9469 Fax	All Seating

Raleigh	Alfred Williams Company 56-0715557 P.O. Box 591 – 27602 1813 Capital Blvd. – 27604 Arrington Baysden abaysden@alfredwilliamsandco.com	800-522-8872 919-832-9570 919-832-7626 Fax	Dauphin Sit-On-It
Raleigh	Corporate Express 84-1248716 4505 Falls of Neuse Rd., Ste. 520 – 27609 Bridget Nordlie bridget.nordlie@cesp.com	919-325-0268 919-325-0275 Fax	All Seating Sit-On-It
Raleigh	Institutional Interiors, Inc. 56-0946637 P.O. Box 90756 – 27675 Dru Milliken drumilliken@aol.com	919-571-9752 919-571-8877 Fax	All Seating Chairs by Cooke Dauphin NOW Seating
Raleigh	Kennedy Office Supply 56-0893372 4211-A Atlantic Road – 27604 Palmer Laughridge palmerl@kennedysupply.com	919-878-5400 919-790-9649 Fax	All Seating
Raleigh/Durham	Macthrift Office Furniture 56-1256232 1418 Avondale Drive – 27701 Donna Barkley; Bill Crawley; Joe Crawford d.barkley@macthrift.com	800-955-2585 919-956-5585 919-956-7499 Fax	Chairs by Cooke Dauphin Girsberger Sit-On-It Zoom
Raleigh	Office Furniture Innovations 56-1794312 2200 – 102 Westinghouse Blvd. , Ste 102 – 27604 Darlene Marshall ofinno@mindspring.com	919-872-0864 919-872-3045 Fax	Dauphin Girsberger Sit-On-It
Raleigh	Price Modern of Raleigh 52-0450440 1401-113 Sunday Drive – 27607 John Schmidt john.schmidt@pricemodern.com	877-853-3023 919-325-0002 919-829-0103 Fax	Dauphin Sit-On-It
Raleigh/Morrisville	Storr Office Environments 56-1781661 World Trade Blvd. – 27560 Gloria Ewing, gewing@storr.com 10800 World Trade Blvd. – Morrisville - 27560 P O Box 90639 – Raleigh - 27675-0639	919-313-3700 919-313-3701 Fax	All Seating Dauphin Sit-on-it Steelcase
Rock Hill, SC	White Office Furniture 57-0568643 109 Hampton St. – 29730-4509 Janice Smith Janicesmith@comporium.net	803-328-1821 803-324-5207 Fax	Steelcase

Siler City	Perfection Equipment Company 56-1086311 P.O. Box 483 – 27344-0483 Rob Indicott	800-426-3599 919-742-5077 919-742-4577 Fax	Chairs by Cooke
West End	Interior Systems, Inc. (W) 56-1212908 P.O. Box 529 6663 Highway 211 East – 27376 Mark Goudy	800-422-1577 910-673-0633 910-673-2646 Fax	All Seating Chairs by Cooke Girsberger NOW Seating Sit-On-It
West End	Techline Raleigh-Durham, Inc. 56-2215677 P. O. Box 612 – 27376 John Bridwell/Kendra Bridwell	800-770-1951 919-362-9088 Fax	Chairs by Cooke
Wilmington	Alfred Williams & Company 56-0715557 8030 South College Rd. – 28403	910-790-3681 910-790-3737 Fax	Dauphin Sit-On-It
Wilmington	Indoff 43-0964848 4508 Fountain Drive – 28403 Jay Brown j.brown@indoff.com	910-793-1100 910-739-1199 Fax	Dauphin Sit-On-It
Wilmington	Institutional Interiors, Inc. 56-0946637 1711 Chestnut Street – 28405 Jo Tilghman jotwil@aol.com	910-251-3610 910-251-8849 Fax	All Seating Chairs by Cooke Dauphin NOW Seating Sit-on-it
Wilmington	MacThrift Office Furniture 56-1256232 814A South College Rd. – 28403 Ron Robinson macthrift@bizec.it.com	800-722-8615 910-332-0286 910-332-0287 Fax	Dauphin Sit-On-It Zoom
Wilmington	The Office Showcase 56-1534942 P.O. Box 3006 – 28406-0006 1712 Dawson Street – 28403 – 2327 Mark Boyd mark@officeshowcase.com	800-932-2242 910-343-0131 910-763-4458 Fax	Sit-on-It Steelcase
Wilson	Benton Office Products, Inc. 56-0526983 P.O. Box 486 – 27894 301 Nash Street West – 27893 Ricky Suggs Ricky@cocentral.com	800-327-5829 252-237-6176 252-237-9316 Fax	Steelcase
Winston-Salem	Carswell Business Systems 56-1731106 P.O. Box 5011 – 27113 210-B South Liberty St. – 27311-5011 Arnold Carswell; Chip Kiel carswell@carswell-furn.com	336-724-5194 336-724-1049 Fax	All Seating Dauphin NOW Seating Sit-On-It

Winston-Salem	Contract Office Furnishings, Inc. (M) 56-1173739 P.O. Box 876 – 27102 1023 West 14 th St. – 27105 – 5811 Adriane Jones; Tom Trollinger contracof@aol.com ; ttrollinger@cofws.com	800-542-6883 336-724-6912 336-722-2704 Fax	All Seating Dauphin Sit-On-It Steelcase
Winston-Salem	MacThrift Office Furniture 56-1256232 415 Wachovia St. Ste. 200 – 27103 Brenda Clark; Tammy Rogers b.clark@macthrift.com	800-955-0582 336-768-0134 336-768-1205 Fax	Chairs by Cooke Dauphin Girsberger Sit-On-It Zoom