

# Statewide Term Contract

## 5610A - Furniture

<b>Bid Number</b>	DPC-926634448-BAJ
<b>Contract Title</b>	Furniture
<b>Effective Dates</b>	July 15, 2024, through July 14, 2027 (with two (2) optional two-year renewals)
<b>Awarded Vendor(s) and Contact(s)</b>	<a href="#">Award &amp; Pricing Information</a>
<b>Contract Covers</b>	<p>This contract is intended to cover the state's normal requirements for furniture. This contract covers comprehensive product lines from multiple manufacturers, including new, unused, and in-current-production commercial and institutional quality furniture of all types:</p> <ul style="list-style-type: none"> <li><b>CATEGORY 1 CASEGOODS (DESKS, CREDENZAS, CONFERENCE TABLES)</b> <ul style="list-style-type: none"> <li>A) wood office desks and casegoods (fully assembled)</li> <li>B) laminate office desks and casegoods (modular construction)</li> </ul> </li> <li><b>CATEGORY 2 CLASSROOM</b> <ul style="list-style-type: none"> <li>A) chairs, general purpose, metal, and chair desks</li> <li>B) tables, pupil, metal</li> <li>C) desks, teacher's, metal</li> <li>D) tables, general purpose, metal</li> <li>E) tables, computer, classroom</li> <li>F) furniture, library, wooden</li> </ul> </li> <li><b>CATEGORY 3 BOOKCASES</b> <ul style="list-style-type: none"> <li>bookcase, wood, office</li> </ul> </li> <li><b>CATEGORY 4 ERGONOMIC CHAIRS</b></li> <li><b>CATEGORY 5 OFFICE SWIVEL &amp; SIDE CHAIRS</b> <ul style="list-style-type: none"> <li>A) wood, office side chairs</li> <li>B) office swivel chairs</li> </ul> </li> <li><b>CATEGORY 6 COMPUTER</b> <ul style="list-style-type: none"> <li>furniture, computer</li> </ul> </li> <li><b>CATEGORY 7 MOBILE &amp; FOLDING</b> <ul style="list-style-type: none"> <li>A) chairs, metal folding</li> <li>B) tables, folding</li> <li>C) tables, mobile folding</li> <li>D) mobile storage equipment, folding chairs</li> </ul> </li> <li><b>CATEGORY 8 UPHOLSTERED SEATING</b> <ul style="list-style-type: none"> <li>A) lounge seating, upholstered (matching sofa, loveseat, chair)</li> <li>B) lounge seating, upholstered (sectional and ganged seating)</li> </ul> </li> <li><b>CATEGORY 9 COMMERCIAL DINING</b> <ul style="list-style-type: none"> <li>A) chairs, dining, hospitality, general purpose (wood, upholstered)</li> <li>B) chairs, dining, hospitality, general purpose (metal, upholstered)</li> <li>C) tables, dining</li> <li>D) occasion tables</li> </ul> </li> </ul>

	<p><b>CATEGORY 10 METAL CABINETS</b> A) lateral, metal B) vertical, metal C) storage, metal</p> <p><b>CATEGORY 11 COSMETOLOGY</b> furniture, cosmetology</p> <p><b>CATEGORY 12 OFFICE SYSTEMS (OPEN PLAN)</b> office systems, open plan, panel system</p> <p><b>CATEGORY 13 DESKS (SIT-TO-STAND)</b></p> <p><b>CATEGORY 14 SHELVING, METAL, WOOD LIBRARY</b></p> <p><b>CATEGORY 15 DORMITORY</b> dormitory desks, dresser, loft, cabinet, armoire, bunkbed, nightstand, etc.</p> <p><b>CATEGORY 16 OUTDOOR FURNITURE</b> benches, picnic tables, gazebos, patio, outdoor seating, outdoor dining tables</p> <p><b>CATEGORY 17 RESIDENTIAL, INSTITUTIONAL, LIBRARY, ACADEMIC, MOLDED</b> tables, seating, dining tables, desks, dresser, cabinet, armoire, nightstand, etc.</p>
<b>Contract Type</b>	<p>This is a <b>mandatory</b> 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 governments, may use this contract as allowed by general statute.</p>
<b>Special Notes</b>	<p><b>Division of Adult Correction, Department of Public Safety Products Preference (§ 148-134)</b></p> <p>All agencies shall give preference to Correction Enterprises when purchasing furniture. Furniture may be purchased from this contract only when it has been determined that Correction Enterprises cannot satisfy the requirement or item(s) will not be available when needed. The purchasing file should contain a waiver from Correction Enterprises stating that the item(s) cannot be supplied, and products can be accessed by clicking on the link above.</p> <p><b>State Agencies</b></p> <p>All installation requiring any type of building modification or electrical services must be authorized by the State Construction Office. Please work with your Agency Capital Project Coordinator for further guidance. Vendors are <b>NOT</b> authorized to provide any building modification or electrical work.</p>
<b>Minimum Order</b>	<p>The minimum order amount that will qualify for prepaid FOB transportation is <b>\$250.00</b> for a single order.</p> <p>Buyers are required to use this contract for orders less than the minimum order amount. In such cases, transportation charges may be added to the invoice as a separate line item. The transportation costs charged for orders below the minimum order amount shall be consummate with or less than shipping charges of major small package shippers. No surcharge or handling charge shall be added or assessed for such orders. Vendors must provide an estimated shipping amount to the buyer upon request.</p>

<b>Contract Items and Pricing</b>	<a href="#">Award &amp; Pricing Information</a>
<b>Equipment Installation</b>	<p>Installation of items requiring custom or complex fitting or assembly efforts due to the nature of the item (such as an executive desk with attached return and credenza, or a library shelving system) may be billed under the following conditions: the amount of the installation charge is identified in vendor's catalog in conjunction with the relevant item, the buying entity is provided an option to affirmatively accept or decline installation services at the time of ordering, and any approved charge is listed as a separate line item on the purchase order and invoice.</p> <p>Acceptance and approval of charges for installation of such items shall be at the sole discretion of the buying entity. Any resulting damage to the item or to other state property during the installation by the vendor shall be repaired at the vendor's sole expense. General set-up activities needed to make an item ready for use (such as the insertion of adjustable shelves into a bookcase or placing a desk chair onto its pedestal) shall not be considered installation and shall be included in the contract price.</p>
<b>Delivery Information</b>	<p>All items are to be delivered FOB destination with all delivery/transportation charges and all standard equipment for operational use, along with additional accessories and manuals/literature requested.</p> <p>Standard delivery shall be made to the location specified by the buying entity in the purchase order, ready for use. Inside means any location within a state entity's occupied building. Ready for use means the furniture is unpacked, assembled, inspected and free of patent defects or damage. Vendors must anticipate and make necessary arrangements for access to the delivery location, considering the presence and availability of elevators, steps, parking and hours of operation. Vendors shall be responsible for the removal and disposal of all packaging materials, and any other debris resulting from the standard delivery of goods, from the buying entity's location.</p> <p>Unless otherwise agreed upon by the purchasing entity, the vendor shall furnish the buying entity with written acknowledgement of the delivery date at least fourteen (14) calendar days prior to shipment.</p>
<b>Return Policy</b>	<p>Vendors shall accept merchandise returns from buyers for a period of thirty (30) business days after delivery. Vendor shall provide full credit or full refund to buyers, whichever a buyer requests, within thirty (30) business days on all returns of an ordered item that (1) is a stock item in original packaging and in re-sellable condition; (2) is not a specialty or customized item; (3) is defective or damaged; (4) is a return of an incorrect product shipped; (5) results from a vendor order entry error; or (6) is non-conforming due to any other cause reasonably assumed to be the fault of the vendor.</p>
<b>Warranty</b>	<p>The manufacturer's standard warranty shall apply. In addition to the standard warranty, the vendor guarantees all items delivered to be free from all defects in material, packaging and workmanship, and from product failures for a minimum of ten (10) years from the date of acceptance. The vendor agrees to repair or replace non-conforming items promptly at no charge to the buying entity.</p>
<b>Order Placement</b>	<p>Orders may be placed with awarded manufacturers or dealers providing eligible products under the following methods:</p> <ul style="list-style-type: none"> <li>• North Carolina's Furniture Specifications</li> <li>• Federal GSA Furniture Schedule</li> <li>• ANSI/BIFMA Standards</li> </ul>

	Prior to placing purchase orders, entities should always check the <a href="#">Award &amp; Pricing Information</a> as it may be updated frequently.
<b>eProcurement</b>	Ordering instructions are loaded into <a href="#">eProcurement</a> . Vendors will provide catalogs and product literature upon request.
<b>eProcurement Help Desk</b>	(888) 211-7440
<b>Tariffs</b>	Arcadia Chair - 3% Steelcase - 1.5% VSAmerica - 3% LESRO - 3%
<b>Contract Managers</b>	<a href="#">Ian Fox</a>   (984) 236-0211 <a href="#">Jack Alspaugh</a>   984-236-0268
<b>Contract Addenda</b>	04/22/2025: Special Note added regarding State Construction Office approval for building modification and electrical work 06/12/2025: Jack Alspaugh added as additional Contract Manager 07/14/2025: Special Note added regarding vendors approved for tariff surcharges