

**State of West Virginia  
Department of Administration  
Purchasing Division**

**NOTICE**

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

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December 17, 2010

JoAnn Atkins  
WV Purchasing Division  
2019 Washington St E  
PO Box 50130  
Charleston, WV 25305

Dear JoAnn,

The information that you requested from Allsteel is enclosed in this shipment. We have included two hard copies and two electronic copies of our proposal and price lists for the State of West Virginia Request for Quotation.

I trust the information will be helpful in your analysis of office furniture suppliers. If you have any questions regarding our proposal, or if I can provide any additional information, please let me know. My full contact information follows:

Alicia Payne  
Proposal Coordinator  
Allsteel Inc.  
2210 Second Avenue  
Muscatine, IA 52761  
Phone: 563.272.7156  
Fax: 563.272.4887  
Email: proposals@allsteeloffice.com

RECEIVED  
2010 DEC 20 A 10:34  
PURCHASING DIVISION  
STATE OF WV

On behalf of Allsteel, we are pleased to respond to your Request for Quotation and we look forward to the next step in the evaluation process.

Sincerely,



Alicia Payne  
Proposal Coordinator

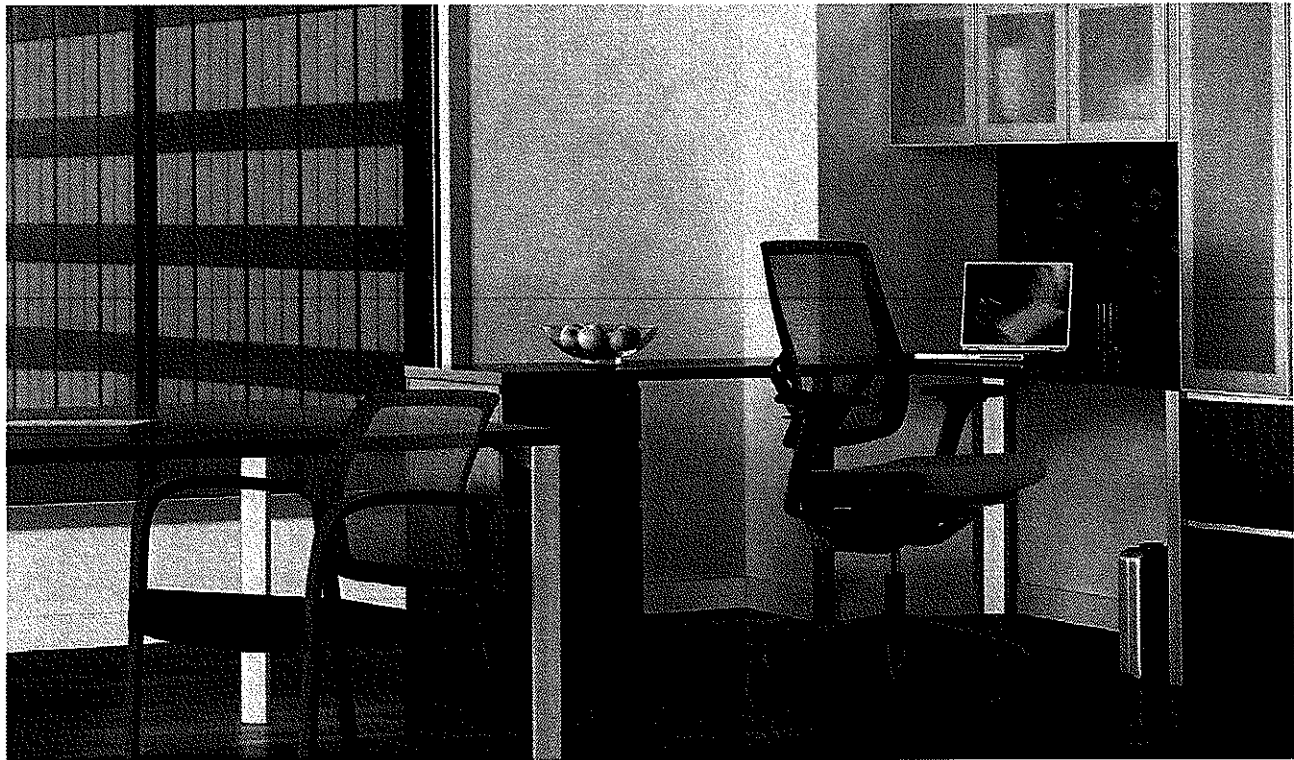
**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

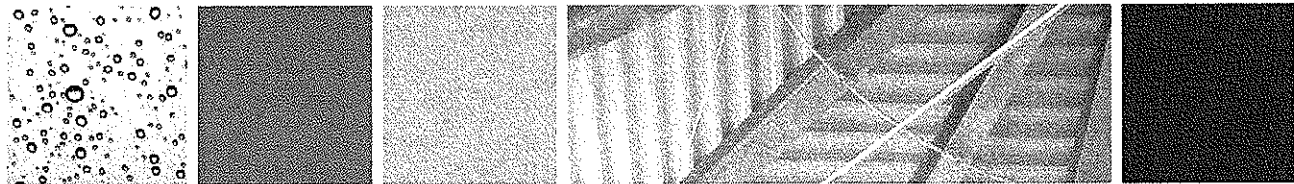
I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

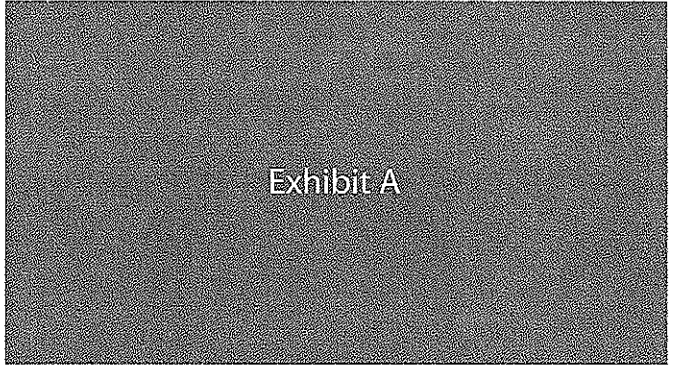
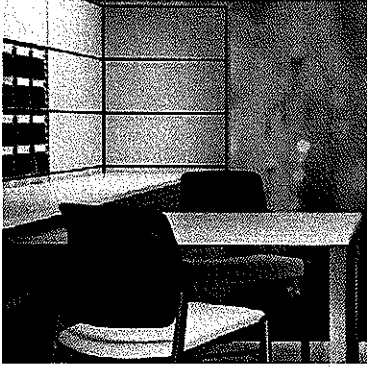
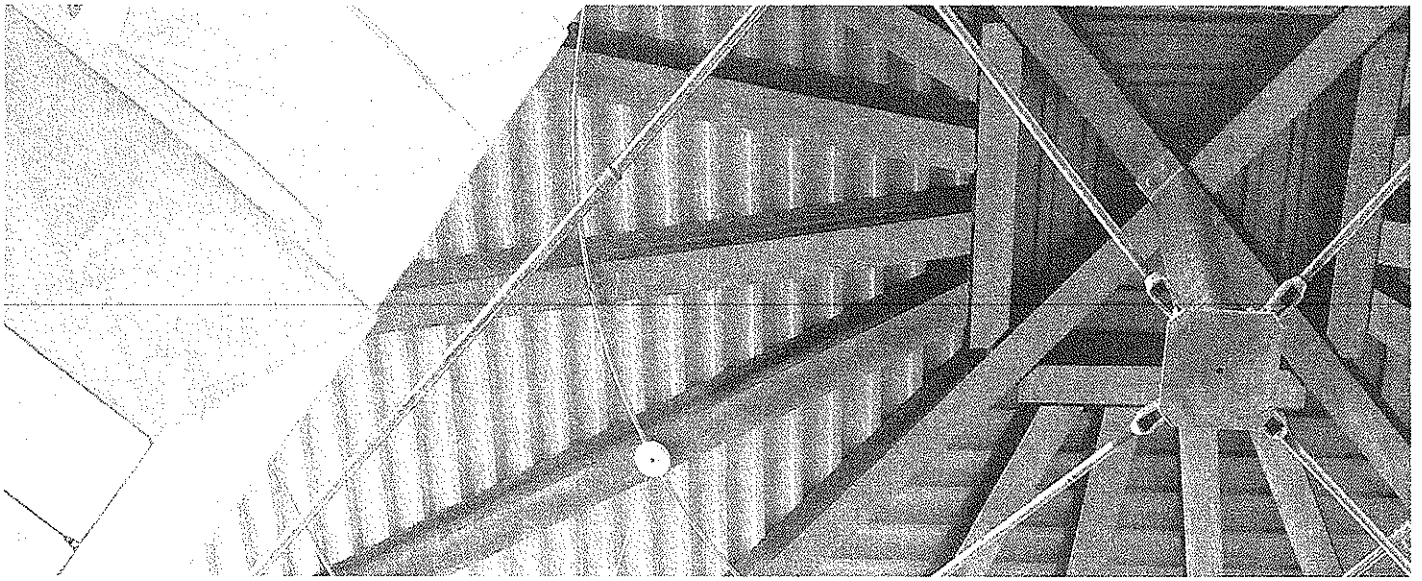
1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



PRICING PROPOSAL



Allsteel®



EXHIB 1 - SYSFURN10

Vendor/Contact Information	Manufacturer	Model/Line/Product	Catalog Identifier	Discount %
<b>Vendor:</b>	Allsteel Inc.	Multiple/Concensys/Systems	Systems August 29, 2010	*See next page
	Allsteel Inc.	Multiple/Terrace DNA/Systems	Systems August 29, 2010	*See next page
	Allsteel Inc.	Multiple/Align/Systems	Systems August 29, 2010	*See next page
	Allsteel Inc.	Multiple/Stride/Systems	Systems August 29, 2010	*See next page
	Allsteel Inc.	Multiple/Scout/Seating	Systems August 29, 2010	*See next page
	Allsteel Inc.	Multiple/Sum/Seating	Systems August 29, 2010	*See next page
	Allsteel Inc.	Multiple/Trooper/Seating	Systems August 29, 2010	*See next page
	Allsteel Inc.	Multiple/Relate/Seating	Systems August 29, 2010	*See next page
	Allsteel Inc.	Multiple/Acuity/Seating	Systems August 29, 2010	*See next page
	Allsteel Inc.	Multiple/Trooper/Seating	Systems August 29, 2010	*See next page
<b>Contract Coordinator:</b>	Jeff Barber			
	Business Development Manager			
<b>Address:</b>	346 Tampa Avenue			
	Pittsburg, PA 15228			
<b>Phone #:</b>	412.715.5108			
<b>Fax #:</b>	563.272.4887			
<b>Toll Free #:</b>	866.255.7833			
<b>Email:</b>	barberj@allsteeloffice.com			
<b>Labor Rate:</b>	\$ 50.00			
<b>Design Fee:</b>	\$ 40.00			
<b>Signature:</b>				
<b>Print Name:</b>	Ronald L. Hartman			
<b>Title:</b>	National Channel Manager			

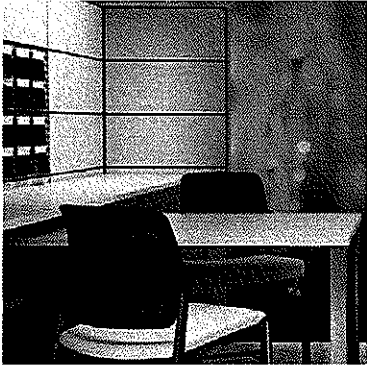
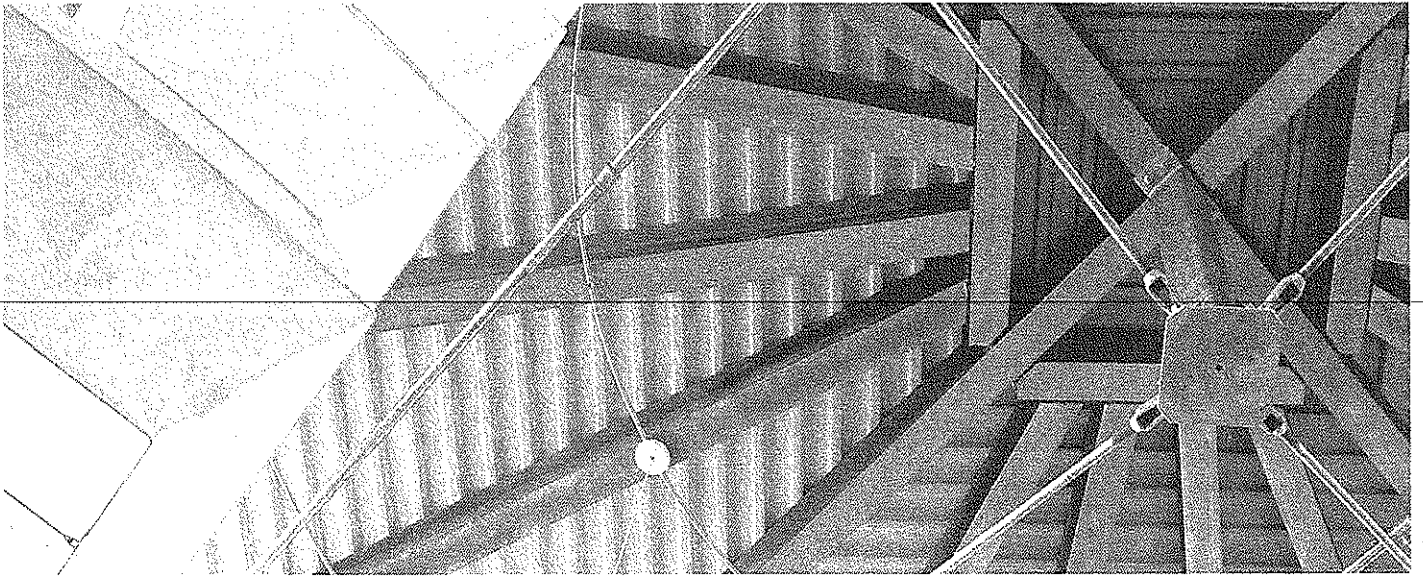
## ALLSTEEL PROPOSED DISCOUNT SUMMARY

**Allsteel transfers more of your investment into delivered quality products and services than you will find elsewhere.**

The following matrix provides a discount summary for The State of West Virginia based on the written specifications outlined in the Request for Proposal. Discounts shown below reflect a 3.5% installation fee. Exhibit A shows labor and design rates that fall outside products ordered for a specific project.

Products	List per Order	Discount from List, Installed
Concensys, Terrace 3.4, Terrace 2.6, Reach, & Align Systems (Metal Only), Pedestals, Marbles, & Adept	\$1 - \$100,000	66.0%
	\$100,001 - \$400,000	67.5%
	\$400,001 & Above (Neg)	67.5%
Terrace DNA (Temp Price Reduction thru 6/30/2011)	\$1 - \$100,000	68.7%
	\$100,001 - \$400,000	70.1%
	\$400,001 & Above (Neg)	70.1%
Stride Systems & Stride Desking only (Temp Price Reduction thru 6/30/2011)	\$1 - \$100,000	68.4%
	\$100,001 - \$400,000	69.8%
	\$400,001 & Above (Neg)	69.8%
Lateral Files & Storage (Towers/Bookcases/Cabinets), Stride Storage	\$1 - \$100,000	60.5%
	\$100,001 - \$400,000	61.5%
	\$400,001 & Above (Neg)	61.5%
Trooper, Sensible, Tolleson, Nimble, Energy, Get Set Seating, & Ambition	\$1 - \$100,000	60.5%
	\$100,001 - \$400,000	60.5%
	\$400,001 & Above (Neg)	60.5%
#19, Relate, Sum, & Scout Seating	\$1 - \$100,000	57.5%
	\$100,001 - \$400,000	57.5%
	\$400,001 & Above (Neg)	57.5%
Acuity	\$1 - \$100,000	54.5%
	\$100,001 - \$400,000	54.5%
	\$400,001 & Above (Neg)	54.5%
Get Set & Merge Tables	\$1 - \$100,000	60.5%
	\$100,001 - \$400,000	60.5%
	\$400,001 & Above (Neg)	60.5%
Wood Casegoods, New Product Offering	\$1 - \$100,000	56.5%
	\$100,001 - \$400,000	56.5%
	\$400,001 & Above (Neg)	56.5%





Allsteel Price Lists