

Office of State Procurement

State of Louisiana

Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

June 1, 2018

NOTIFICATION OF AWARD

Mr. Brent Renkema
Steelcase, Inc.
901 4th Street SE
Grand Rapids, MI 49508

**RE: NASPO ValuePoint Cooperative Purchasing Program, Master Agreement
No. MA147 and State Contract No. 4400013450
CONTRACT NUMBER: 4400013450 T-NUMBER: 92933**

This is official notification that the contract referenced above has been awarded to your company based on your NASPO ValuePoint Cooperative Purchasing Program Master Agreement No. MA146 and State of Louisiana Participating Addendum. Enclosed is a copy of the contract award, and an original copy of the participating addendum. This contract shall be effective for a period beginning 6/1/18 and ending 01/21/2023, or until such time that this office informs you by thirty (30) days written notice that this contract will be cancelled.

Steelcase, Inc. shall submit detailed contract usage reports quarterly to the Office of State Procurement Contracts Manager for this contract in accordance with the below schedule. Initiation and submission of the quarterly reports to the Office of State Procurement is the responsibility of the Contractor without prompting or notification by the Office of State Procurement Contracts Manager. If these reports are not submitted in a timely manner, the Office of State Procurement shall have the right to terminate the contract.

The specific usage report content, scope, and format requirements is available on the Office of State Procurement website under Purchasing/Online Forms/Vendor Forms:
<http://www.doa.la.gov/pages/osp/vendorcenter/forms/index.aspx>.

In addition, the person's name who compiles the report and their contact information shall be provided. The Office of State Procurement reserves the right to request copies of any purchase orders issued against the contract.

The usage reports shall be submitted utilizing this format or an equivalent format that

1201 N. THIRD STREET • P.O. BOX 94095 • BATON ROUGE, LOUISIANA 70804-9095 • (225) 342-8010

FAX (225) 342-9756

OSP HELP DESK EMAIL: DOA-OSP-HELPPDESK@A.GOV

DOA-PROFESSIONAL CONTRACTS HELPPDESK EMAIL: DOA-PCHLPPDESK@A.GOV

VENDOR INQUIRY EMAIL: VENDOR_INQ@A.GOV

AN EQUAL OPPORTUNITY EMPLOYER

has been pre-approved by the Office of State Procurement.
Mr. Brent Renkema
June 1, 2018
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Schedule for submittal of usage reports:

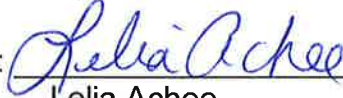
<u>Quarter</u>	<u>Reporting Period</u>	<u>Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

If a list of distributors was submitted with your bid participating addendum, it will be your responsibility as prime contractor to send copies of this award to each distributor. Prior approval from this office must be obtained before additional distributors may be added.

If you have any questions concerning the above, please contact Lelia Achee at (225) 342-6525.

Sincerely,

Paula Tregre
Director of State Procurement

BY: 
Lelia Achee
State Purchasing Officer 3

PT:DR:la

Enclosure(s)



STATE OF LOUISIANA

Competitive Contract

Vendor: 310148599
Company
STEELCASE INC
901 44TH STREET SE
GRAND RAPIDS MI 49508
Phone : 616-247-2710
Fax : 616-246-4918

T Number: 92933
Version: 5
LAPS Contract: No
Fiscal Year: 2018
Min.Ord.Value: 0.00
Distributor Contract: Yes
PCard:No
Co-op Agreement:Yes

Contract number: 4400013450
Description: OFFICE FURNITURE-STEELCASE

SEBD Vendor: No
SEHI Vendor: No
VSE Vendor: No
DVSE Vendor: No
Contract Valid Dates:
01/08/2018 - 01/21/2023

Buyer Information

Name: LELIA ACHEE
Tel Number: 225-342-6525
Email: lelia.achee@la.gov

Supplier Text:

Notice to Vendor: Office Furniture (June 1, 2018-January 21,2023), in accordance with the Steelcase, Inc. NASPO ValuePoint Cooperative Purchasing Program, Master Agreement No. MA147. Purchase Order to reference Master Agreement No. MA147 and State Contract No. 4400013450.

Products Included:

Workspace Furniture, to include: Systems Furniture and Accessories; Desks/Tables and Accessories
Design Services (only apply to designing panel systems furniture)
Installation Services

Exclusions:

Professional Services
Consulting Services
Lease Agreements

Contact Person:

Vanessa Derks
(616) 698-1637
vderks@steelcase.com

Orders must reference (1). Master Agreement No. MA147, and State Contract No. 4400013450. (2). Your name, address, contact, and phone number (3) Purchase Order amount, and itemized list of accessories of the service contract.

Please channel your purchase order through one of our authorized resellers so they can arrange for proper

Recommending Approval:

Approved by:

Contract number: 4400013450 T Number: 92933	Vendor: 310148599 Distributor Contract: YES	Page 2 of 6
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ordering and installation of your unit.

- (1). Frost Barber
- (2). M.L. Bath - Vendor # 310034884
- (3). M.L. Bath - Vendor # 310090564
- (4). Barefield Wodkplace Solutions

Line	Material No. ----- Supplier Part No.	Description	Prod. Cat.	UOM	Net Price	Discount
1		System Furniture and Accessories, System Furniture and Accessories, Seating, Desks/Tables, Filing: Metal Storage and Wooden Case Goods. Quote must accompany purchase order,	56112104		0.00000	
2		Design Services Design Services: 2% of list for design (if project is cancelled, dealer can still invoice 2% of List for design.	56112104		0.00000	
3		Installation Services: Installation Services: 5% of list for installation. General Terms & Exclusions: Install hours at 8-5 M-F Night weekends holidays extra and quoted by the project The job site shall be clean and free of debris prior to installation Free access to buildings must be granted Labor cost may be adjusted if trucks cannot unload directly at the building site Police and security to be provided by the owner if we are to block sidewalk/driveway/street because of location of the dock/doors Elevator access w/o other trades to speed up install and reduce our expenses Other trades should be out of the space Secured lock and key storage if the project cannot	56112104		0.00000	

Contract number: 4400013460 T Number: 92933	Vendor: 310148599 Distributor Contract: YES	Page 3 of 6
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Line	Material No.	Description	Prod. Cat.	UOM	Net Price	Discount
	Supplier Part No.					
		<p>be completed must be supplied at the site by the customer. If the dealer must remove product and return later, additional fees will be incurred.</p> <p>If the dealer must make multiple trips because the building is not ready, or blocked by other trades people, additional fees may be incurred</p> <p>Customer to supply a licensed electrician to connect all power hard wired connections.</p>				

Contract number: 4400013450 T Number: 92933	Vendor: 310148599 Distributor Contract: YES	Page 4 of 6
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Standard Terms and Conditions

1. THIS IS NOT AN ORDER TO SHIP (OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE ISSUING AGENCY PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE IV AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

8. CONTRACT CANCELLATION

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT IMMEDIATELY FOR ANY OF THE FOLLOWING REASONS: (A) MISREPRESENTATION BY THE CONTRACTOR; (B) CONTRACTOR'S FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE OF LOUISIANA; (C) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (D) ABUSIVE OR BELLIGERENT CONDUCT BY CONTRACTOR TOWARDS AN EMPLOYEE OR AGENT OF THE STATE; (E) CONTRACTOR'S INTENTIONAL VIOLATION OF THE PROCUREMENT CODE (LA. R.S. 39:1551 ET SEQ.) AND ITS CORRESPONDING REGULATIONS; OR, (F) ANY LISTED REASON FOR DEBARMENT UNDER LA. R.S. 39:1672.

THE STATE OF LOUISIANA MAY TERMINATE THE CONTRACT FOR CONVENIENCE AT ANY TIME (1) BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION: OR (2) BY NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE. THE STATE SHALL PAY CONTRACTOR FOR, IF APPLICABLE: (A) DELIVERABLES IN PROGRESS; (B) THE PERCENTAGE THAT HAS BEEN COMPLETED SATISFACTORILY; AND, (C) FOR TRANSACTION-BASED SERVICES UP TO THE DATE OF TERMINATION, TO THE EXTENT WORK HAS BEEN PERFORMED SATISFACTORILY.

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT FOR CAUSE BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION FOR ANY OF THE FOLLOWING

Contract number: 4400013450	Vendor: 310148599	Page
T Number: 92933	Distributor Contract: YES	5 of 6

NON-EXCLUSIVE REASONS: (A) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (B) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; OR, (C) ANY OTHER BREACH OF CONTRACT.

Contract number: 4400013450 T Number: 92933	Vendor: 310148599 Distributor Contract: YES	Page 6 of 6
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CONTRACT DISTRIBUTORS:

310003654
FROST-BARBER INC
9322 INTERLINE AVE.
BATON ROUGE LA 70809
Telephone: 225-926-5000
Fax: 225-926-5011

310034884
M L BATH CO LTD INC
BATH BUSINESS SERVICES
PO BOX 20048
SHREVEPORT LA 71120
Telephone: 318-221-7141
Fax: 318-425-7117

310090564
M L BATH CO LTD
309 NORTH 4TH ST
MONROE LA 71201
Telephone: (318) 361-9986

310131183
BAREFIELD WORKPLACE SOLUTIONS INC
WORKPLACE SOLUTIONS
401 ST JOSEPH ST
NEW ORLEANS LA 70130
Telephone: 504-522-9558
Fax: 601-352-2908

**PARTICIPATING ADDENDUM ("Addendum")
NASPO ValuePoint COOPERATIVE PURCHASING PROGRAM
Office Furniture (2018-2023)
Administered by the State of Utah ("Lead State")**

**MASTER AGREEMENT
Master Agreement No. MA147**

Steelcase Inc. ("Steelcase"); Steelcase Participating Dealers ("Dealer")

And

The State of Louisiana ("Participating State")
Participating State Contract Number: 4400013450

Dealer, listed in Attachment II.1, will become a party to this Addendum upon completion of a "Participating Dealer Letter", a sample of which is found in Attachment II.2.

The term "Contractor" means hereunder the entity that is responsible to provide the Products and/or Services in accordance with the terms of this Addendum and each Purchase Order. Steelcase and Dealer may collectively be referred to as "Contractor"; however, all representations and warranties contained herein shall be extended individually, as applicable to each.

The following products or services are included in this contract portfolio. Discounts are included in Attachment I:

- Workspace Furniture, to include:
 - Systems Furniture and Accessories
 - Desks/Tables and Accessories
 - Filing and Storage and Accessories
- Seating and Accessories
- Design Services (Note: Design Service Fees may only be applied to designing panel systems furniture.)
- Installation Services

The following products or services are **excluded** from purchase under this Participating Addendum and State Contract Number 4400013450:

- Professional Services
- Consulting Services
- Lease Agreements

1. Scope

This Addendum covers the Office Furniture (2018-2023) contracts led by the State of Utah along with a multi-state sourcing team for use by all state agencies and local government entities, institutions of higher education, and school districts located in the State of Louisiana who are authorized by the State of Louisiana statutes to utilize state contracts.

2. Participation

Use of specific NASPO ValuePoint cooperative contracts by state agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use state contracts are subject to the prior approval of the respective State Chief Procurement Official. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.

INDIVIDUAL CUSTOMER: Each State agency and political subdivision, as a Participating Entity, that purchases products/services will be treated as if they were Individual Customers. Except to the extent modified by this Participating Addendum, each agency and political subdivision will be responsible to follow the terms and conditions of the Master Agreement; and they will have the same rights and responsibilities for their purchases as the Lead State has in the Master Agreement. Each agency and political subdivision will be responsible for their own charges, fees, and liabilities. Each agency and political subdivision will have the same rights to any indemnity or to recover any costs allowed in the contract for their purchases. The Contractor will apply the charges to each Participating Entity individually.

3. Term

The term of this Participating Addendum and State Contract Number 4400013450 shall be effective April 30, 2018 (the "Effective Date") through January 21, 2023, unless otherwise terminated in accordance with the termination provisions of this Participating Addendum or the Master Agreement. This Participating Addendum and State Contract Number 4400013450 may be extended in accordance with the terms and conditions of the Master Agreement.

4. Non-Exclusive Contract

The contract shall be non-exclusive and shall not in any way preclude the State of Louisiana from entering into similar contracts and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources.

5. Modifications and/or Additions to the Master Agreement

A. Administrative Fee:

Contractor shall pay a 1% administrative fee to the State of Louisiana. The fee shall be submitted quarterly and shall be based on the total net (gross sales minus returns, credits and deductions) sales to entities located in the State of Louisiana through State Contract Number 4400013450. The check is to be made payable to the State of Louisiana, Division of Administration, Office of State Procurement. The check is to be mailed to the Office of State Procurement, Attn: OSP Receivables Specialist, either through the U.S. Postal Service to our box at: P. O. Box 94095, Baton Rouge, LA 70804-9095 or through a courier service to our physical location at: 1201 North 3rd Street, Suite 2-160, Baton Rouge, LA 70802. Contractor shall indicate State Contract Number 4400013450 on the remittance. Payment shall be made in accordance with the following schedule:

<u>Quarter</u>	<u>Payment Period</u>	<u>Payment Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

B. Usage Reports:

Contractor shall submit detailed contract usage reports quarterly to the Office of State Procurement Contracts Manager for State Contract Number 4400013450 in accordance with the below schedule. Initiation and submission of the quarterly reports to the Office of State Procurement is the responsibility of the Contractor without prompting or notification by the Office of State Procurement Contracts Manager. If these reports are not submitted in a timely manner, the Office of State Procurement shall have the right to terminate the contract.

The specific usage report content, scope, and format requirements is available on the Office of State Procurement website under Purchasing/Online Forms/Vendor Forms: <http://www.doa.la.gov/pages/osp/vendorcenter/forms/index.aspx>. In addition, the person's name who compiles the report and their contact information shall be provided. The Office of State Procurement reserves the right to request copies of any purchase orders issued against the contract.

The usage reports shall be submitted utilizing this format or an equivalent format that has been pre-approved by the Office of State Procurement.

Schedule for submittal of usage reports:

<u>Quarter</u>	<u>Reporting Period</u>	<u>Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

C. Amendments:

Any further Amendments to the Master Agreement after the Effective Date of this Participating Addendum, that have been approved by the Lead State, will not be applicable to this Participating Addendum and will not be valid unless made in writing as an amendment to this Participating Addendum, signed by the parties and approved as required by the laws of the State of Louisiana. No oral understanding or agreement not incorporated in this Participating Addendum is binding on any of the parties.

D. Assignment:

The Contractor shall not assign any interest in this Participating Addendum or State Contract Number 4400013450 by assignment, transfer or novation without prior written consent of the State. This provision shall not be construed to prohibit the Contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

E. Termination:

The State of Louisiana has the right to terminate this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450 immediately for any of the following reasons: (a) misrepresentation by the Contractor; (b) Contractor's fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the State of Louisiana; (c) conflict of contract provisions with constitutional or statutory provisions of State or Federal Law; (d) abusive or belligerent

conduct by the Contractor towards an employee or agent of the State of Louisiana; (e) Contractor's intentional violation of the Procurement Code (La. R.S. 39:1551 et seq.) and its corresponding regulations; or, (f) any listed reason for debarment under La. R.S. 39:1672.

Termination for Cause: The State of Louisiana may terminate this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450 for cause based upon the failure of Contractor to comply with the terms and/or conditions of this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450 provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450 shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450, provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

Termination for Convenience: Either party may terminate this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450 at any time (1) by giving thirty (30) days written notice to the non-terminating party of such termination; or (2) by negotiating with the non-terminating party an effective date. The State shall pay Contractor for, if applicable: (a) deliverables in progress; (b) the percentage that has been completed satisfactorily; and, (c) for transaction-based services up to the date of termination, to the extent work has been performed satisfactorily.

Termination for Non-Appropriation of Funds: The continuation of this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450 is contingent upon the continuation of an appropriation of funds by the legislature to fulfill the requirements of this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450. If the legislature fails to appropriate sufficient monies to provide for the continuation of this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriations for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450; this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450 shall terminate on the date of the beginning of the first fiscal year for which

funds are not appropriated.

Contractor should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds. The State of Louisiana shall make all reasonable efforts to give prior notice to Contractor of imminent Termination for Non-Appropriation of Funds as soon as is practicable.

F. Governing Law:

This Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450 shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450 shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

G. Taxes:

Any taxes, other than State and local sales and use taxes from which the State of Louisiana is exempt, shall be assumed to be included within the total cost.

H. Invoicing and Payment:

Charges for products shall be invoiced by Contractor upon delivery. If partial delivery of a product order is made, Contractor may submit a partial invoice for the accepted products. Contractor will invoice for shortages or replacement product upon delivery of those items. Subject to prompt reconciliation by the State in accordance with the terms of this Agreement and the product order, the invoice shall be paid thirty (30) days after receipt of a valid invoice.

I. Electronic Vendor Payment Solutions:

The State desires to make payments electronically. The methods of payment may be via the State's LaCarte card (procurement card), EVP method that converts check payments to a Visa credit card account with unique security features and electronic remittance notifications, or EFT payments sent directly from the State's bank directly to the payee's bank. See Attachment III for additional information regarding electronic payment methods.

J. Late Payments:

Interest due by a State agency for late payments shall be in accordance with La. R.S. 39:1695 at the rates established in La. R.S. 13:4202.

K. Public Information:

For the purposes of this Participating Addendum, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect.

L. Contract Controversies:

Any claim or controversy arising out of this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450, shall be resolved by the provisions of Louisiana Revised Statute 39:1673.

M. Code of Ethics: The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (La. R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this

Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450. The Contractor agrees to immediately notify the State if potential violations of the Code of Governmental Ethics arise at any time during the term of this Participating Addendum, State Contract Number 4400013450, or any order issued pursuant to State Contract Number 4400013450.

- N. Right to Audit:** The State of Louisiana Legislative auditor, federal auditors and internal auditors of the Division of Administration, or others so designated by the DOA, shall have the option to audit all accounts directly pertaining to the contract for a period of five (5) years from the date of final payment or as required by applicable State and Federal Law. Records shall be made available during normal working hours for this purpose.
- O. Contractors Cooperation/Close-Out:**
The Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the State when requested. This applies even if the Contract is terminated and/or a lawsuit is filed. Specifically, the Contractor shall not limit or impede the State's right to audit or to withhold State owned documents.
- P. Commissioner's Statements:**
Statements, acts and omissions made by or on behalf of the Commissioner of Administration regarding this Participating Addendum, the Contract, any Contractor and/or subcontractor of the Contractor shall not be deemed a conflict of interest when the Commissioner is discharging the Commissioner's duties and responsibilities under law, including, but not limited, to the Commissioner of Administration's authority in procurement matters.
- Q. Insurance Requirements:**
Contractor will be required to provide the State of Louisiana with certificates of insurance effecting coverage(s) required, in accordance with Attachment IV: Insurance Requirements for Contractors of this Participating Addendum. The Contractor shall maintain the insurance as shown in Attachment IV: Insurance Requirements for Contractors of this Participating Addendum for the full term of this Participating Addendum and State Contract Number 4400013450. Failure to comply shall be grounds for termination of this Participating Addendum and State Contract Number 4400013450.

6. Louisiana Pricing Schedule ("LAPS") Contract

State Contract Number 4400013450 has been designated as a Louisiana Pricing Schedule ("LAPS") contract and LAC 34.V.1709 must be followed by Louisiana purchasing entities utilizing the contract.

7. Primary Contacts

The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor

Name	Vanessa Derks
Address	901 44 th Street SE Grand Rapids, MI 49508
Telephone	616-698-1637
Fax	616-246-4918
E-mail	vderks@steelcase.com

Participating State

Name	Felicia Sonnier
Title	Assistant Director-Purchasing
Address	Office of State Procurement P. O. Box 94095 Baton Rouge, LA 70804-9095
Telephone	225-342-8029
Fax	225-342-9756
E-mail	felicia.sonnier@la.gov

The Parties will keep and maintain current at all times a primary point of contact for administration of this Participating Addendum.

8. Subcontractors

All Steelcase dealers and resellers authorized in the State of Louisiana, as shown on the dedicated Steelcase (NASPO ValuePoint) website and in Appendix II.1., are approved to provide sales and service support to participants in the NASPO ValuePoint Master Price Agreement. The Steelcase dealer's participation will be in accordance with the terms and conditions set forth in this Agreement.

9. Purchase Order Instructions

All orders should contain the following (1) Mandatory Language "PO is subject to NASPO ValuePoint Contract # MA147" (2) Your Name, Address, Contact, & Phone-Number (3) Purchase order amount, and itemized list of accessories of the service contract. Please channel your PO through one of our authorized resellers so they can arrange for proper ordering and installation of your unit.

Orders can be made out to an Authorized Steelcase Dealer listed in Attachment II.

10. Price Agreement Number

All purchase orders issued by purchasing entities within the jurisdiction of the Participating Addendum shall include the Participating State Contract Number: 4400013450 and the Lead State price agreement number: MA147.

This Participating Addendum and the NASPO ValuePoint Master Agreement together with its exhibits, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Participating Addendum and the NASPO ValuePoint Master Agreement, together with its exhibits, shall not be added to or incorporated into this Participating Addendum or the NASPO ValuePoint Master Agreement and its exhibits, by any subsequent Purchase Order or otherwise, and

any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Participating Addendum and the NASPO ValuePoint Master Agreement and its exhibits shall prevail and govern in the case of any such inconsistent or additional terms.

IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

Participating State: State of Louisiana	Contractor: Steelcase Inc.
By: <i>Delicia M. Sommer</i>	By: <i>L. Brent Renkema</i>
Name: Paula Tregre	Name: <i>L. Brent Renkema</i>
Title: Director of State Procurement	Title: <i>Manager, Pricing+Contracts</i>
Date: <i>5/29/18</i>	Date: <i>May 24, 2018</i>

DIVISION OF ADMINISTRATION
OFFICE OF STATE PROCUREMENT
2018 MAY 25 PM 12:24

Attachment I Products and Discounts

ATTACHMENT A NASPO ValuePoint - MA147 - State of Louisiana Participating Agreement Steelcase Product and Discount Summary - Delivered & Installed Steelcase Price List 186			
	Discount from List Price - Del & Inst %		
May, 2018	\$1- \$50,000	\$50,001- \$150,00	\$150K +
Systems Furniture and Accessories			
Monolithic Systems & Accessories			
Avenir, Series 9000	63.69%	66.72%	68.74% or more**
Answer, Univ Ito/Oto Bins/Shelves, Universal System Worksurfaces, Duo Storage w/ Answer	61.67%	63.19%	64.70% or more**
Kick Systems, Ts Bins & Shelves, Ts Worksurfaces	61.67%	61.67%	61.67% or more**
Standard Lighting, Utility Lighting	61.67%	61.67%	62.68% or more**
Adj Tables - Series 5	48.04%	48.54%	49.55% or more**
Frame and Tile & Accessories			
Answer, Montage, Univ Ito/Oto Bins/Shelves, Universal System Worksurfaces, Univ System Wksf-Wood, Duo Storage w/ Answer &	61.67%	63.19%	64.70% or more**
Kick Systems, Ts Bins & Shelves, Ts Worksurfaces	61.67%	61.67%	61.67% or more**
Standard Lighting, Utility Lighting	61.67%	61.67%	62.68% or more**
Adj Tables - Series 5	48.04%	48.54%	49.55% or more**
Balance of Worktools Products (with some Exceptions), Privacy, Bottomline, LED Linear, LED Personal, LED Shelf, Underline	43.49%	44.50%	44.50% or more**
Seating			
Protégé, Player	53.59%	54.60%	56.62% or more**
Criterion	63.69%	63.69%	63.69% or more**
462 Leap	53.59%	54.60%	55.61% or more**
media:scape, Brody Lounge, B Free, Umami	38.44%	39.45%	39.45% or more**
464 Leap Work Lounge	44.50%	45.51%	46.52% or more**
487 Cachet, 490 Move, Node, Node Health	47.53%	48.54%	49.55% or more**
Amla, Think, Reply	50.06%	50.56%	51.57% or more**
Steelcase Series 1	49.05%	50.06%	51.57% or more**
Gesture	50.06%	50.56%	51.57% or more**
Aspekt, Cura, Leela, Malibu, Mitra, Neighbor, Outlook Express, Outlook Hawthorne, Outlook Jarrah, Outlook Nikko, Outlook Sequoia, Sieste, Tava, Regard, Verge, Sorrel, X-tenz, Empath, Mineral, Surround, Balance of Health	39.45%	41.47%	41.47% or more**
Cobi, I2i, Kart, Qivi	45.51%	46.52%	47.53% or more**
Max Stacker III, Balance of Steel	52.58%	53.59%	54.60% or more**
Siento, Alcove, Collaboration, Escapade, Mingle, Oriana, Snodgrass 474 Wood, Terrazo, Topaz, Balance of Wood	45.51%	47.53%	47.53% or more**
Bivi, Campfire, Crew, Jack, Jenny, Scoop, Shortout, Uno, Lincoln, Buoy, alight, Sawyer, Balance of Turnstone	48.54%	52.58%	52.58% or more**
Coalesse Astor, Await, Bli, Bob, Capa, Circa, Coupe, Davos, Evaneau, Hosu, Joel, Lagunitas, Massaud, Millbrae, Montara650, Passerelle, Ripple, Sidewalk, Sw_1, Swathmore, Switch, Thoughtful, Together, Topo, Visalia, Bindu, Chord, Enea, Enea Lottus, Kathryn, Lox, Last Minute, Emu collection, Wrapp, LessThanFive, Balance of Coalesse	45.51%	45.51%	46.52% or more**

Attachment I **Products and Discounts (continued)**

May, 2018	Discount from List Price - Del & Inst %		
	\$1- \$50,000	\$50,001- \$150,00	\$150K +
Desks/Tables			
Kick Freestanding	61.67%	61.67%	61.67% or more**
Answer Freestanding, Universal Pedestals, Universal Tables	61.67%	63.19%	64.70% or more**
c:scape, FrameOne, Divisio Screens	45.51%	47.53%	50.06% or more**
Context, Post and Beam, Balance of Steelcase Steel	52.58%	53.59%	54.60% or more**
Univ Underworksurface bookcase, 900 Series Underworksurface Lateral, Universal Underworksurface Lateral, Univ Storage Laminate	57.63%	58.64%	59.65% or more**
TS Fixed Pedestals, TS Underworksurface Laterals	55.61%	57.63%	58.64% or more**
Opus, Folio, Ainsley, Davenport, Waldorf, Aspekt, Leela, Mitra, Outlook Hawthorn, Outlook Jarrah, Outlook, Sequoia, Regard, Sieste, Sorrel, Tava, Sync, Pocket, Relay Arm, Exchange, Park, Senza, Waldorf, Neighbor, Opus, Freestanding, Chart Box, Mobile Overbed	39.45%	41.47%	41.47% or more**
Tables, Balance of Health	38.44%	39.45%	39.45% or more**
media:scape, Thread Floor Power, ScapeSeries, Fitwork, B Free	47.53%	48.54%	50.56% or more**
Adj Tables - Ology	51.57%	52.08%	53.09% or more**
Adj Tables - Migration	46.52%	49.55%	49.55% or more**
Verb	47.53%	49.55%	49.55% or more**
Elective Elements	45.51%	47.53%	47.53% or more**
Garland, Walden, Impact, Flexframe, Convene, Balance of Wood	48.54%	52.58%	52.58% or more**
Currency, Payback, Bivi, Tour, Groupwork, Campfire, Jenny, Simple, Bassline, alight, Balance of Turnstone	48.04%	48.54%	49.55% or more**
Adj Tables - Series 5, Series 7, Series Bench	45.51%	46.52%	47.53% or more**
Akira & Runner Tables, Univ Privacy Modesty Screen	52.58%	56.62%	56.62% or more**
Adj Tables - Airtouch	45.51%	45.51%	46.52% or more**
Coalesse Au Lait, Avon, Await, Ballet, Bix, Bob, Circa, Denizen, Diekman, E-Table 2, Enea, Enea Lottus, Free Stand, GH_1, Holy Day, Host, Lagunitas, Millbrae, Montata650, Passerelle, Potrero415, Reunion, Sebastopol, Sidewalk, Soft Leaf, SW_1, Switch, Train, Trees, Balance of Coalesse			
Filing and Storage			
TS 200 Series Laterals, Overfile Cabinets, Balance of Steel	52.58%	53.59%	54.60% or more**
TS Fixed Pedestals, TS Laterals, TS Mobile Pedestals, TS Tower Too, TS Underworksurface Latera	55.61%	57.63%	58.64% or more**
Univ Bookcases, Univ Combination Cabinets, Univ Storage Cabinets, Univ Towers, Univ Wardrobe Cabinets, Univ Workstation Verticals, Universal Storage Acc., 900 Series Laterals, Universal Laterals, Univ Storage Laminate, High Density Storage	57.63%	58.64%	59.65% or more**
Univ Pedestals	61.67%	63.19%	64.70% or more**
Garland, Victor2, Walden, Balance of Wood	45.51%	47.53%	47.53% or more**
Currency, Payback, Bivi, Tour, Balance of Turnstone	48.54%	52.58%	52.58% or more**
Folio, Ainsley, Opus, Sonata, Davenport, Park, Senza, Waldorf, Balance of Health	39.45%	41.47%	41.47% or more**
Coalesse Denizen, Exponents, New Exponents, Host, Sidewalk	45.51%	45.51%	46.52% or more**
EXCEPTIONS			
<ul style="list-style-type: none"> • Steelcase Steel and Wood Price Lists: New Products, eno Accessories, eno Whiteboards, Low Profile Floor, Premium Whiteboards, Privacy Walls, PW LSG Framing, QT Pro, • Steelcase Worktools Price Lists: New Products. • Turnstone Price Lists: New Products • Coalesse Price Lists: New Products, Arzu, Carl Hansen • Steelcase Health Price Lists: New Products. 			
OTHER			
<ul style="list-style-type: none"> • Only orders from Steelcase Steel, Steelcase Wood, and Steelcase Worktools Price Lists may be combined for the purpose of defining order size. • Terms and Conditions for the delivery and installation of architectural products will be negotiated on a project-by-project basis. 			

Attachment I Products and Discounts (continued)

ATTACHMENT A NASPO ValuePoint - MA147 - State of Louisiana Participating Agreement Steelcase Product and Discount Summary - Drop Ship Steelcase Price List 186			
	Discount from List Price - Drop Ship %		
May, 2018	\$1-\$50,000	\$50,001-\$150,000	\$150K +
Systems Furniture and Accessories			
Monolithic Systems & Accessories			
Avenir, Series 9000	68.69%	71.72%	73.74% or more**
Answer, Univ Ito/Oto Bins/Shelves, Universal System Worksurfaces, Duo Storage w/ Answer	66.67%	68.19%	69.70% or more**
Klok Systems, Ts Bins & Shelves, Ts Worksurfaces	66.67%	66.67%	66.67% or more**
Standard Lighting, Utility Lighting	66.67%	66.67%	67.68% or more**
Adj Tables - Series 5	53.04%	53.54%	54.55% or more**
Frame and Tile & Accessories			
Answer, Montage, Univ Ito/Oto Bins/Shelves, Universal System Worksurfaces, Univ System Wksf-Wood, Duo Storage w/ Answer & Montage	66.67%	68.19%	69.70% or more**
Klok Systems, Ts Bins & Shelves, Ts Worksurfaces	66.67%	66.67%	66.67% or more**
Standard Lighting, Utility Lighting	66.67%	66.67%	67.68% or more**
Adj Tables - Series 5	53.04%	53.54%	54.55% or more**
Balance of Worktools Products (with some Exceptions), Privacy, Bottomline, LED Linear, LED Personal, LED Shelf, Underline	49.49%	49.50%	49.50% or more**
Seating			
Protégé, Player	58.59%	59.60%	61.62% or more**
Criterion	68.69%	68.69%	68.69% or more**
462 Leap	58.59%	59.60%	60.61% or more**
media:soape, Brody Lounge, B Free, Umami	43.44%	44.45%	44.45% or more**
464 Leap Work Lounge	49.50%	50.51%	51.52% or more**
487 Cachet, 490 Move, Node, Node Health	52.53%	53.54%	54.55% or more**
Amia, Think, Reply	55.06%	55.56%	56.57% or more**
Steelcase Series 1	54.05%	55.06%	56.57% or more**
Gesture	55.06%	55.56%	56.57% or more**
Aspekt, Cura, Leela, Mallbu, Mitra, Neighbor, Outlook Express, Outlook Hawthorne, Outlook Jarrah, Outlook Nikko, Outlook Sequoia, Sieste, Tava, Regard, Verge, Sorrel, X-tenz, Empath, Mineral, Surround, Balance of Health	44.45%	46.47%	46.47% or more**
Cobi, i2i, Kart, Qivi	50.51%	51.52%	52.53% or more**
Max Tracker III, Balance of Steel	57.58%	58.59%	59.60% or more**
Siento, Aloove, Collaboration, Escapade, Mingle, Oriana, Snodgrass 474 Wood, Terrazo, Topaz, Balance of Wood	50.51%	52.53%	52.53% or more**
Bivi, Campfire, Crew, Jack, Jenny, Scoop, Shortout, Uno, Lincoln, Buoy, alight, Sawyer, Balance of Turnstone	53.54%	57.58%	57.58% or more**
Coalesse Astor, Await, Bix, Bob, Capa, Circa, Coupe, Davos, Evaneau, Hosu, Joel, Lagunitas, Massaud, Millbrae, Montara650, Passerelle, Ripple, Sidewalk, SW_1, Swathmore, Switch, Thoughtful, Together, Topo, Visalia, Bindu, Chord, Enea, Enea Lottus, Kathryn, Lox, Last Minute, Emu collection, Wrapp, Less Than Five, Balance of Coalesse	50.51%	50.51%	51.52% or more**
Desks/Tables			
Klok Freestanding	66.67%	66.67%	66.67% or more**
Answer Freestanding, Universal Pedestals, Universal Tables	66.67%	68.19%	69.70% or more**
o:soape, FrameOne, Divisio Screens	50.51%	52.53%	55.06% or more**
Context, Post and Beam, Balance of Steelcase Steel	57.58%	58.59%	59.60% or more**
Univ Underworksurface bookcase, 900 Series Underworksurface Lateral, Universal Underworksurface Lateral, Univ Storage Laminate	62.63%	63.64%	64.65% or more**
TS Fixed Pedestals, TS Underworksurface Laterals	60.61%	62.63%	63.64% or more**
Opus, Folio, Ainsley, Davenport, Waldorf, Aspekt, Leela, Mitra, Outlook Hawthorn, Outlook Jarrah, Outlook, Sequoia, Regard, Sieste, Sorrel, Tava, Syno, Pooket, Relay Arm, Exchange, Park, Senza, Waldorf, Neighbor, Opus, Freestanding, Chart Box, Mobile Overbed Tables, Balance of Health	44.45%	46.47%	46.47% or more**
media:soape, Thread Floor Power, SoapeSeries, Fitwork, B Free	43.44%	44.45%	44.45% or more**
Adj Tables - Ology	52.53%	53.54%	55.56% or more**
Adj Tables - Migration	56.57%	57.08%	58.09% or more**
Verb	51.52%	54.55%	54.55% or more**
Elective Elements	52.53%	54.55%	54.55% or more**
Garland, Walden, Impact, Flexframe, Convene, Balance of Wood	50.51%	52.53%	52.53% or more**
Currency, Payback, Bivi, Tour, Groupwork, Campfire, Jenny, Simple, Bassline, alight, Balance of Turnstone	53.54%	57.58%	57.58% or more**
Adj Tables - Series 5, Series 7, Series Bench	53.04%	53.54%	54.55% or more**
Akira & Runner Tables, Univ Privacy Modesty Screen	50.51%	51.52%	52.53% or more**
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Coalesse Au Lait, Avon, Await, Ballet, Bix, Bob, Circa, Denizen, Diekman, E-Table 2, Enea, Enea Lottus, Free Stand, GH_1, Holy Day, Host, Lagunitas, Millbrae, Montara650, Passerelle, Potrero415, Reunion, Sebastopol, Sidewalk, Soft Leaf, SW_1, Switch, Train, Trees, Balance of Coalesse	50.51%	50.51%	51.52% or more**

Attachment I Products and Discounts (continued)

	Discount from List Price - Drop Ship %		
	\$1-\$50,000	\$50,001-\$150,000	\$150K +
May, 2018			
Filing and Storage			
TS 200 Series Laterals, Overfile Cabinets, Balance of Steel	57.58%	58.59%	59.60% or more**
Ts Fixed Pedestals, TS Laterals, Ts Mobile Pedestals, Ts Tower Too, Ts Underworksurface Latera	60.61%	62.63%	63.64% or more**
Univ Bookcases, Univ Combination Cabinets, Univ Storage Cabinets, Univ Towers, Univ Wardrobe Cabinets, Univ Workstation Verticals, Universal Storage Acc., 300 Series Laterals, Universal Laterals, Univ Storage Laminate, High Density Storage	62.63%	63.64%	64.65% or more**
Univ Pedestals	66.67%	68.19%	69.70% or more**
Garland, Victor2, Walden, Balance of Wood	50.51%	52.53%	52.53% or more**
Currency, Payback, Bivi, Tour, Balance of Turnstone	53.54%	57.58%	57.58% or more**
Folio, Ainsley, Opus, Sonata, Davenport, Park, Senza, Waldorf, Balance of Health	44.45%	46.47%	46.47% or more**
Coalesce Denizen, Exponents, New Exponents, Host, Sidewalk	50.51%	60.51%	61.52% or more**
EXCEPTIONS			
<ul style="list-style-type: none"> • Steelcase Steel and Wood Price Lists: New Products, eno Accessories, eno Whiteboards, Low Profile Floor, Premium Whiteboards, Privacy Walls, Pw LSG Framing, QT Pro, Room Wizard 2.0, • Steelcase Worktools Price Lists: New Products. • Turnstone Price Lists: New Products • Coalesce Price Lists: New Products, Arzu, Carl Hansen • Steelcase Health Price Lists: New Products. 			
OTHER			
<ul style="list-style-type: none"> • Only orders from Steelcase Steel, Steelcase Wood, and Steelcase Worktools Price Lists may be combined for the purpose of defining order size. • Terms and Conditions for the delivery and installation of architectural products will be negotiated on a project-by-project basis. 			

Design and Installation Services:

- 5% of list for install
- 2% of List for design (if project is cancelled, dealer can still invoice 2% of List for design)

General Terms & Exclusions:

- Install hours are 8- 5 M-F
- Night weekends holidays extra and quoted by the project
- The job site shall be clean and free of debris prior to installation
- Free access to buildings must be granted
- Labor cost may be adjusted if trucks cannot unload directly at the building site
- Police or security to be provided by the owner if we are to block sidewalk/driveway/street because of location of the dock/doors
- Elevator access w/o other trades to speed up install and reduce our expenses
- Other trades should be out of the space
- Secured lock and key storage if the project cannot be completed must be supplied at the site by the customer. If The dealer must remove product and return later, additional fees will be incurred
- If the dealer must make multiple trips because the building is not ready, or blocked by other trades people, additional fees may be incurred
- Customer to supply a licensed electrician to connect all power hard wired connections
- Storage fee of \$1.20 cents per sq. ft. per month and per month for any fraction of the month after 30 days. Must provide minimum 5 business days' notice to remove items from storage. (i.e. 200 sq. ft. for 30 days = \$240. Next 1-30 days is \$240).

**Attachment II
Participating Dealers**

II.1. LIST OF PARTICIPATING STEELCASE DEALERS

Additions to and/or deletions from this list may be requested at any time by Purchasing Agency with written notice to Steelcase. Purchasing Agency may delete a Dealer by providing thirty (30) days written notification to said Dealer and sending a copy of such notification to Steelcase.

Name	Address	City/St	Zip	Phone #	Website
M. L. Bath Co., Ltd.	610 Market Street	Shreveport, LA	71101	318 221 7141	www.ml bath.com/
M.L. Bath Co., Ltd.	309 North 4th Street	Monroe, LA	71201	318 361 9986	www.ml bath.com/
Frost-Barber Inc.	9322 Interline Avenue	Baton Rouge, LA	70809	225 926 5000	www.frost-barber.com/
Barefield/ Workplace Solutions	401 St. Joseph St.	New Orleans, LA	70130	504 522 9558	http://www.barefieldandcompany.com/

II.2. SAMPLE PARTICIPATING DEALER LETTER

Date: _____

To: Participating Dealer

Subject: **The State of Louisiana** - Cooperative Contract Addendum
CDA Number: _____

This letter is to confirm that effective as of the date of signature below, your company intends to become a Participating Dealer ("Dealer") in the Cooperative Contract Addendum ("Addendum") between the State of Louisiana and Steelcase that became effective **20__**.

In order to qualify as a Dealer under the Addendum, a signature is required on this letter to show that your company will abide by the Addendum's terms and conditions. Accordingly, please review carefully each page of the attached Addendum, which contains paragraphs that apply in whole or in part to your activities as a Dealer under the Addendum. By executing this letter, your company becomes a party to the Addendum, is legally bound by the Addendum, and assumes liability for its activities and performance under the Addendum.

For avoidance of doubt, Dealer hereby recognizes and agrees the following:

1. Dealer will be the sole and only direct responsible for the obligations contained in Section **5(I) ELECTRONIC VENDOR PAYMENT SOLUTIONS** of the **MODIFICATIONS AND/OR ADDITIONS TO THE MASTER AGREEMENT** of the Addendum. Dealer agrees that in no way, or under any circumstances, shall this obligation be a responsibility of Steelcase.

You may terminate your participation in the Addendum at any time by sending written notification to Steelcase and to the State of Louisiana at the addresses shown in the signature blocks of the Addendum. Termination will be effective thirty (30) days after receipt of such letter by Steelcase. However, termination shall not affect orders placed before the effective termination date.

Please have an authorized representative of your company sign in the space provided below. Keep a copy of this letter and the Addendum for your records and return this letter to quotes@steelcase.com.

Accepted:

Dealer: _____	By: _____
Address: _____	Printed: _____
Address: _____	Title: _____
Address: _____	Date: _____

THIS OFFER EXPIRES WITHIN NINETY (90) DAYS OF THE DATE OF THIS LETTER

ATTACHMENT III – Electronic Vendor Payment Solutions

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and Contractor, the State intends to make all payments to Contractors electronically. The LaCarte Procurement Card will be used for purchases of \$5,000 and under, and where feasible, over \$5,000. Contractors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Vendor Payment solution (EVP) or Electronic Funds Transfer (EFT). If you receive an award and do not currently accept the LaCarte card or EVP or have not already enrolled in EFT, you will be asked to comply with this request by choosing either the LaCarte Procurement Card and/or **ONLY** one (1) of the following options: EVP or EFT. You may indicate your acceptance below.

The **LaCarte** Procurement Card uses a Visa card platform. Contractors receive payment from state agencies using the card in the same manner as other Visa card purchases. Contractors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all statewide and agency term contracts:

- Under the LaCarte program, purchase orders are not necessary. Orders must be placed against the net discounted products of the contract. All contract terms and conditions apply to purchases made with LaCarte.
- If a purchase order is not used, the Contractor must keep on file a record of all LaCarte purchases issued against this contract during the contract period. The file must contain the particular item number, quantity, line total and order total. Records of these purchases must be provided to the Office of State Procurement on request.

EVP method converts check payments to a Visa credit card thereby streamlining payments to your organization. Participants receive a credit card account number with unique security features. This card will have \$0 available funds until an invoice is approved for payment. As payments are approved, electronic remittance notifications are sent via email along with approval to charge the card for that amount. EVP requires no change to current invoice procedures; it is secure, and does not require your bank information. Charges may apply.

EFT payments are sent from the State's bank directly to the payee's bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. Additional information is available at:

<http://www.doa.la.gov/OSRAP/EFTforWebsite.pdf>.

To facilitate this payment process, you will need to complete and return both EFT enrollment forms found at: <http://www.doa.la.gov/Pages/osrap/Forms/Forms.aspx> and <http://www.doa.la.gov/OSRAP/EFTforWebsite.pdf>

If an award is made to your company, please check which option you will accept or indicate if you are already enrolled.

<u>Payment Type</u>	<u>Will Accept</u>	<u>Already enrolled</u>
LaCarte	_____	_____

Choose **ONLY** One (1) of the following options:

<u>Payment Type</u>	<u>Will Accept</u>	<u>Already enrolled</u>
EVP	_____	_____
EFT	_____	_____

Printed Name of Individual Authorized

Authorized Signature for payment type chosen

Date

Email address and phone number of authorized individual

ATTACHMENT IV
INSURANCE REQUIREMENTS FOR CONTRACTORS

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability limit increased to a minimum of \$1,000,000. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

2. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions shall be declared to the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
- c. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.

2. Workers Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

- a. Coverage shall not be canceled, suspended, or voided by either party (the Contractor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy.
- b. The date of the inception of the policy must be no later than the first date of the anticipated work under this contract. It shall provide coverage for the duration of this contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 24 months from the expiration date of the policy, if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of premium.
- c. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- d. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- e. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

D. ACCEPTABILITY OF INSURERS

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with a A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.

E. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with Certificates of insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter.

Upon failure of the Contractor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

F. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

G. WORKERS COMPENSATION INDEMNITY

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its Departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its Departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its Departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

Contractor, to the extent of damage or injury caused by its own acts or omissions agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any third party claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any negligent act or omission or willful misconduct of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.