

INSTRUCTIONS

1. Orders. Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia may order items listed by issuing agency purchase orders (Form DPS-41-056) or by issuing their own purchase order form.

Written Purchase Orders Required by the Contractor. A purchase order must be issued for orders exceeding \$2,000 and when required by the Contractor for orders under \$2,000.

Verbal/Facsimile Orders. When a written purchase order is not required by the contractor, state agencies have the authority to place verbal and/or facsimile orders for requirements valued at less than \$2,000.

2. If this contract is authorized for use by localities (see line item 6, page 1), Virginia cities, counties, towns and political subdivisions may use their own form to order items listed in this contract.
3. The applicable contract number, federal employer identification number (FEI), and item number (for itemized contracts) must be shown on each purchase order and copy, each facsimile transmission or given verbally when telephonic orders are placed.
4. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia City, county, town or political subdivision.
5. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Preprinted forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available from the Division of Purchases and Supply (786-4634).
6. Price Adjustments. During the current term of the contract, price escalation may be allowed every 365 days, if justified. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. The contractor is required to pass on any price reductions immediately. **IMPORTANT!** All price increases must be approved by the contract officer. Contract users will be sent a Notice of Contract Change from this office as official notification of such changes, if approved.

ADD BELOW TO CONTRACT:

Maria Hall
Territory Manager

Herman Miller, Inc.
9211 Royal Grant Drive
Mechanicsville, VA 23116

(804) 569-6313 Home Office
(804) 569-9310 Fax
(804) 387-8749 Mobile

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected. a.) eVA Basic Vendor Registration Service: \$25 Annual Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding and the ability to research historical procurement data available in the eVA purchase transaction data warehouse. b.) eVA Premium Vendor Registration Service: \$25 Annual Fee plus the appropriate Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments. c.) For orders issued prior to August 16, 2006 the Vendor Transaction Fee is 1% capped at a maximum of \$500 per order. d.) For orders issued August 16, 2006 and after, the Vendor Transaction Fee is: (i) DMBE-certified Small Businesses: 1% capped at \$500 per order. (ii) Businesses that are not DMBE-certified Small Businesses: 1% capped at \$1,500 per order.

eVA Business-To-Government Contracts and Orders: The solicitation/contract will result in numerous purchase order(s) with the eVA transaction fee specified below assessed for each order. a. For orders issued prior to July 1, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order. b. For orders issued July 1, 2006 and after, the Vendor Transaction Fee is: (i) DMBE-certified Woman-owned Businesses: 1%, Capped at \$500 per order. (ii) DMBE-certified Minority-owned Businesses: 1%, Capped at \$500 per order. (iii) Other Businesses not specified in (i) or (ii) above: 1%, Capped at \$1,500 per order. The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders. Internet electronic procurement solution, web site portal www.eva.state.va.us , streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

HERMAN MILLER AUTHORIZED DEALER LISTING

Central Virginia:

Chasen's Business Interiors-Richmond

7100 Forest Avenue

Suite 100

Richmond, VA 23226-3742

804.673.7500 (Main)

804.673.0574 (Fax)

www.Chasensbi.com

Scurtis@chasensbi.com

General Manager: Stacy Curtis

Central West Virginia:

Chasen's Business Interiors-Charlottesville

675 Peter Jefferson Parkway

Suite 350

Charlottesville, VA 22911

434.923.3255 (Main)

434.923.3244 (Fax)

www.Chasensbi.com

Bkoeze@chasensbi.com

General Manager: Bob Koeze

Northern Virginia:

Chasen's Business Interiors-Alexandria

99 Canal Center Plaza

Suite 100

Alexandria, VA 22314

703.684.1161 (Main)

703.684.1352 (Fax)

www.Chasensbi.com

Gbottiger@chasensbi.com

General Manager: George Bottiger

Eastern/South East Virginia:

Chasen's Business Interiors-Norfolk

5800 Lake Wright Drive

Suite 100

Norfolk, VA 23502

757.857.1357 (Main)

757.857.7199 (Fax)

www.Chasensbi.com

Lrussell@chasensbi.com

General Manager: Larry Russell

Western Virginia:

Harris Office Furniture

520 Kimball Avenue

Roanoke, VA 24016

540.344.5549

540.342.9521(Fax)

dhyre@harrisofficefurniture.com

Principal: Doug Hyre

CONTRACT PRICING

ALL DISCOUNTS ARE BASED ON HERMAN MILLERS CURRENT COMMERCIAL PRICE LISTS AS LISTED BELOW, CONTACT YOUR LOCAL DEALER FOR COPIES OF ALL PRICE LISTS

1. ACTION OFFICE 1 & 2, PROSPECTS, ETHOPSACE, HMI PEDESTALS, EAMES & AVIVE TABLES, DEDUCT 68% OF LIST PRICE IN EFFECT 08/00/2002. EFFECTIVE 09/02/03 A 4% INCREASE APPLIES TO ALL "PROSPECT SYSTEMS STARTING WITH A "K" AS WELL AS G5180, G5181, G5280, G7215, OPTION, FINISH AND FABRIC UP-CHARGES REMAIN THE SAME.
2. ARRIO, DEDUCT 54% OFF LIST PRICE IN EFFECT 03/00/2002
3. ERGON 3, EQUA 2 DEDUCT 57% OFF LIST PRICE IN EFFECT 09/02/2003
4. HMI B & F FRONT LATERAL FILES, DEDUCT 49% OFF LIST PRICE IN EFFECT 09/02/2003
5. AERON SEATING, MIRRA SEATING, AMBI SEATING, DEDUCT 51% OFF LIST PRICE IN EFFECT 09/02/2003
6. CLT TABLES, KIVA, PASSAGE, BURDICK GROUP, DEDUCT 47% OFF LIST PRICE IN EFFECT 09/02/2003
7. EAMES SEATING, DEDUCT 51% OFF THE LIST PRICE IN EFFECT 09/02/2003
8. MERIDIAN 5000 DESKS, DEDUCT 51% OFF THE LIST PRICE IN EFFECT 09/02/2003
9. MERIDIAN LATERAL FILES, MERIDIAN STORAGE, DEDUCT 52% OFF THE LIST PRICE IN EFFECT 09/ 02/2003
10. MERIDIAN PEDESTALS, DEDUCT 54% OFF THE LIST PRICE IN EFFECT ON 09/02/2003
11. CAPER CHAIRS, LIMERICK, ASIDE, REACTION SEATING, DEDUCT 52% OFF THE LIST PRICE IN EFFECT ON 09/02/2003
12. "Q" SYSTEM, DEDUCT 67% OFF THE LIST PRICE IN EFFECT 08/00/2002
13. HNI "S & v" FRONT PEDS AND FILES, DEDUCT 65% OFF THE LIST PRICE IN EFFECT ON 09/02/2003
14. CO-STRUC, ACTION LAB, CASEWORK, DEDUCT 51% OFF THE LIST PRICE IN EFFECT ON 09/02/2003
15. CARTS, DEDUCT 10% OFF THE LIST PRICE IN EFFECT ON 09/02/2003
16. GEIGER PRODUCTS:
TRIUNA, ECO, PETRI FURNITURE, PETRI CASE SYSTEMS, TABLES AND SEATING PRODUCTS, DEDUCT 50% OFF THE LIST PRICE IN EFFECT ON 09/02/2003
17. GEIGER EXPRESS PROGRAM: KEYEIRA, PRESTO CASEGOODS, LIMITED VOCABULARY ECO, SEATING/TABLES PRODUCTS, DEDUCT 50% OF THE LIST PRICE IN EFFECT ON 09/02/2003

ADDITIONAL CHARGES

A) Services Provided by the Contractor:

- 1) Layout Design Service - \$35.00 Per Man Hour
- 2) Installation: For new orders, with work performed during normal business hours, (Monday-Friday 8:00AM – 5:00PM), the agency must add back 9% of the net purchase price of goods.
- 3) Relocation and rearrangement of existing furniture or set-up systems - \$30.00 Per Man Hour.
- 4) Relocation and Rearrangement: for work done other than normal working hours for **new** and existing furniture or set-up systems shall be \$45.00 Per Man Hour.
- 5) Sundays and Holidays: \$60.00 Per Man Hour

**The following New Products have been added:
(Change # 04 dated January 17, 2007)**

Vivo Interiors	68% of List
My Studio Environments	47% of List
Resolve System	53% of List

**The following New Product additions:
(Change #06 dated October 16, 2008)**

(1) Tu Files, Storage & Towers	Discount 65% off List
(2) Teneo Storage Furniture	Discount 46% off List
(3) Innovative Products	Discount 40% off List
(4) International Collection	Discount 46% off List