



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Telephone: (808) 587-4700  
e-mail: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://hawaii.gov/spo>  
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

September 6, 2018

TO:           Executive Departments/Agencies           City and County of Honolulu  
              Department of Education           Honolulu City Council  
              Hawaii Health Systems Corporation   Honolulu Board of Water Supply  
              Office of Hawaiian Affairs           Honolulu Authority for Rapid Transportation  
              University of Hawaii                County of Hawaii  
              Public Charter School Commission   Hawaii County Council  
              and Schools                         County of Hawaii – Department of Water Supply  
              House of Representatives           County of Maui  
              Senate                             Maui County Council  
              Judiciary                         County of Maui – Department of Water Supply  
  County of Kauai  
  Kauai County Council  
  County of Kauai – Department of Water

FROM:       Sarah Allen, Administrator

A handwritten signature in cursive script, appearing to read "Sarah Allen".

SUBJECT:    **New Vendor List Contract**  
              SPO Vendor List Contract No. 19-09  
              **NASPO VALUEPOINT OFFICE FURNITURE - STATEWIDE**  
              NASPO ValuePoint Solicitation No. RC17020  
              **Expires: January 21, 2023**

This is a new State Procurement Office (SPO) Vendor List Contract for NASPO ValuePoint Office Furniture.

The authorized contractors are Steelcase Inc. and Allsteel Inc. Additional contractors will be added to this vendor list contract when they sign a Participating Addendum with the State of Hawaii and show "Compliant" status in Hawaii Compliance Express.

This contract is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price List and Vendor List Contracts* at the home page.

If you have any questions, please contact Carey Ann Sasaki at (808) 586-0575 or [careyann.r.sasaki@hawaii.gov](mailto:careyann.r.sasaki@hawaii.gov).

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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Vendor List Contract No. 19-09**  
Replaces SPO Vendor List Contract No. 13-19  
Effective: 9/6/2018

**NASPO VALUEPOINT  
OFFICE FURNITURE**

(NASPO ValuePoint Solicitation No. RC17020)  
**September 6, 2018 to January 21, 2023**

**INFORMATION ON NASPO VALUEPOINT**

The NASPO ValuePoint Cooperative Purchasing Organization is a multi-state contracting consortium of state governments, including local governments, of which the State of Hawaii is a member. The NASPO ValuePoint Purchasing Organization seeks to achieve price discounts by combining the requirements of multi-state governmental agencies, and cost-effective and efficient acquisition of quality products and services.

The State of Utah is the current lead agency and contract administrator for the NASPO ValuePoint Office Furniture contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization, LLC and contracts were awarded to six qualified Contractors. The State of Hawaii has signed a Participating Addendum with two Contractors.

This contract offers four (4) categories. (1) Workspace Furniture, (2) Desks/Tables and Accessories, (3) Filing and Storage and Accessories, and (4) Seating and Accessories. The contract also allows for design and installation services to be provided for furniture purchased through this agreement.

For additional information on this contract, visit the NASPO ValuePoint website at [www.naspovaluepoint.org](http://www.naspovaluepoint.org).



**PARTICIPATING JURISDICTIONS** listed below have signed a cooperative agreement and/or a memorandum of agreement with the SPO and are authorized to utilize this vendor list contract.

Executive Departments/Agencies	City and County of Honolulu (C&C Honolulu)
Department of Education (DOE)	Honolulu City Council
Hawaii Health Systems Corporation (HHSC)	Honolulu Board of Water Supply
Office of Hawaiian Affairs (OHA)	Honolulu Authority for Rapid Transportation (HART)
University of Hawaii (UH)	County of Hawaii
Public Charter School Commission And Schools	Hawaii County Council County of Hawaii – Department of Water Supply
House of Representatives (House)	County of Maui
Senate	Maui County Council
Judiciary	County of Maui – Department of Water Supply County of Kauai Kauai County Council County of Kauai – Department of Water

The participating jurisdictions are not required, but may purchase from this vendor list contract, and requests for exception from the contract are not required. Participating jurisdictions are allowed to purchase from other contractors, however, HRS chapter 103D and the procurement rules apply to purchases using the applicable procurement method and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources will be at the discretion of the participating jurisdiction.

**POINTS OF CONTACT.** Questions regarding the products listed, ordering, pricing, and status should be directed to the Contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	FAX	E-mail
Executive	Carey Ann Sasaki	586-0575	586-0570	<a href="mailto:careyann.r.sasaki@hawaii.gov">careyann.r.sasaki@hawaii.gov</a>
DOE	Procurement Staff	675-0130	675-0133	<a href="mailto:DOEProcure@notes.k12.hi.us">DOEProcure@notes.k12.hi.us</a>
HHSC	Jeff Dansdill	657-3721		<a href="mailto:jedansdill@hhsc.org">jedansdill@hhsc.org</a>
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	<a href="mailto:phylliso@oha.org">phylliso@oha.org</a>
UH	Karlee Hisashima	956-8687	956-2093	<a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	<a href="mailto:danny.vasconcellos@spsc.hawaii.gov">danny.vasconcellos@spsc.hawaii.gov</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>

Jurisdiction	Name	Phone	FAX	E-mail
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a>
Honolulu City Council	Heather Murakami	768-5084	768-5011	<a href="mailto:hmurakami@honolulu.gov">hmurakami@honolulu.gov</a>
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	<a href="mailto:vkitajima@hbws.org">vkitajima@hbws.org</a>
HART	Nicole Chapman	768-6135	768-5110	<a href="mailto:nchapman@honolulu.gov">nchapman@honolulu.gov</a>
County of Hawaii	Steve Wilhelm Sebastian Callaway	961-8440	961-8248	<a href="mailto:purchasing@hawaiicounty.gov">purchasing@hawaiicounty.gov</a>
Hawaii County Council	Steve Wilhelm Sebastian Callaway	961-8440	961-8248	<a href="mailto:purchasing@hawaiicounty.gov">purchasing@hawaiicounty.gov</a>
County of Hawaii – Department of Water Supply	Ka’iulani Matsumoto	961-8050 ext.224	961-8657	<a href="mailto:kmatsumoto@hawaiidws.org">kmatsumoto@hawaiidws.org</a>
County of Maui	Greg King	249-2403	249-0839	<a href="mailto:greg.king@co.maui.hi.us">greg.king@co.maui.hi.us</a>
Maui County Council	Greg Garneau	270-7664	270-7686	<a href="mailto:greg.garneau@mauicounty.us">greg.garneau@mauicounty.us</a>
County of Maui – Department of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684 270-7684	270-7136 270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a> <a href="mailto:holly.perdido@co.maui.hi.us">holly.perdido@co.maui.hi.us</a>
County of Kauai	Ernest Barreira	241-4295	241-6297	<a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>
Kauai County Council	Lisa Ishibashi Scott Sato	241-4820 241-4810	241-6349 241-6349	<a href="mailto:lishibashi@kauai.gov">lishibashi@kauai.gov</a> <a href="mailto:ssato@kauai.gov">ssato@kauai.gov</a>
County of Kauai – Department of Water	Fay Tateishi	245-5423	245-5813	<a href="mailto:ftateishi@kauaiwater.org">ftateishi@kauaiwater.org</a>

**USE OF THIS LIST CONTRACT BY NONPROFIT ORGANIZATIONS.** Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS chapter 103F) have been invited to participate in the SPO price and vendor list contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *For Vendors > Non-Profits > Cooperative Purchasing Program > “View the list of qualifying nonprofits eligible to participate in cooperative purchasing.”*

If a nonprofit wishes to purchase from an SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor (participation must be mutually agreed upon, for example). A Contractor may choose to deny participation by a nonprofit. However, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than an SPO price or vendor list Contractor(s).

**CONTRACTORS.** The following contractors are authorized to provide Office Furniture. They have signed a Master Agreement with the State of Utah and a Participating Addendum with the Hawaii State Procurement Office.

<u>Contractor</u>	<u>Master Agreement Number</u>
Allsteel Inc.	MA144
Steelcase Inc.	MA147

**VENDOR CODES** for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table* available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.

**COMPLIANCE PURSUANT TO HRS §103D-310(c).** Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Vendor List Contract No. 19-09. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

**PURCHASING CARD (pCard).** The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive department/agencies, excluding the DOE, HHSC, OHA, and UH, for orders totaling less than \$2,500. For purchases of \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

**PURCHASE ORDERS** may be issued for purchases of \$2,500 or more and for contractors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or who charge its customers a transaction fee for the usage.

**SPO VL CONTRACT NO. 19-09 AND APPLICABLE MASTER AGREEMENT NUMBER** shall be typed on purchase orders issued against this vendor list contract (**Master Agreement No. MA144** with Allsteel Inc., and **Master Agreement No. MA147** with Steelcase Inc./Interior Showplace, Ltd.). For pCard purchases, the SPO VL Contract No.19-09 and Master Agreement No. MA144 (Allsteel) or MA147 (Steelcase) shall be notated on the appropriate transaction document.

**ORDERS** shall be issued on an as-needed basis during the contract period. The Contractor shall honor all orders received during the contract period and deliver according to the contract terms and within the specified delivery time. Contractor shall not accept any order received after the vendor list expiration date. Agencies are allowed to issue purchase orders/ contracts specifying delivery after the vendor list contract expiration date. At time of order, agencies shall include the following (1) SPO VL Contract No. 19-09; (2) applicable NASPO ValuePoint Master Agreement No.; (3) ordering agency's name, address, contact and phone number; (4) purchase order amount and an itemized list of accessories; and (5) where order is to be delivered. Channel your order through one of the authorized dealers so they can arrange for proper ordering and installation. When requested by the Contractor, ordering agencies shall provide information regarding the delivery location's special access conditions. This includes security, platforms, steps, curbs, accessible ramp ways or doorway widths to navigate, if the items are to be brought up or down any flight(s) of stairs and if no elevator is available. Agencies shall not cancel special orders.

**FREIGHT TERMS.** The Contractor shall ship all products F.O.B. destination, freight prepaid. All freight costs for shipments to the closest appropriate west coast shipping port for Hawaii must be included in the product price offered to the Agency. The Agency will be responsible for actual

shipping/freight cost and applicable taxes only and may require an invoice from the carrier for this cost to be submitted. This cost must be listed on the contractor's invoice as a separate line item.

The Contractor is responsible for filing and expediting all freight claims with carriers. The Contractor shall pay title and risk of loss or damage charges.

**DELIVERY.** The Contractor shall contact the Agency to coordinate delivery arrangements. It shall be the responsibility of the Contractor to offer the services required to deliver, unload, uncrate, and assemble items ordered from any product category offered. Any damage to the building interior, scratched walls, damage to the freight elevator, etc., will be the responsibility of the Contractor. If damage does occur, it is the responsibility of the Contractor to immediately notify the Agency placing the Order. The Contractor will also be responsible for removal of all packaging materials from the job site on a daily basis. Dumpster and trash receptacles that belong to an agency shall not be used and under no circumstances will an agency's personnel assist with unloading product.

**DAMAGED OR INCORRECT PRODUCTS** must be reported to the Contractor by the Agency within five (5) calendar days after the damage is noticed. The Contractor is responsible for pick-up and repair or replacement of all damaged goods within a reasonable time frame acceptable to the Agency.

**WARRANTY.** Warranty information is provided on the Contractor's website. Systems furniture, desks and tables, filing and storage, and seating have a minimum 10-year warranty. Products that fail under normal use must be repaired or replaced free of charge (including labor, delivery, and installation) throughout the warranty period. Products that require warranty repair or replacement must be repaired or replaced within a reasonable time frame that is agreed to in writing by the Agency. This process is to ensure sufficient lead time for ordering warranty parts, components or products during the entire warranty period.

**HAWAII GENERAL EXCISE TAX (GET)** shall not exceed 4.712% for the island of Oahu and 4.166% for Maui, Kauai and Hawaii. The GET is not applied to delivery charges. Shipping Charges Clarification: All freight costs for shipments to the closest appropriate coast shipping port for Hawaii are included in the product price offered to the Executive Departments/Agencies. Additional shipping costs shall be listed as a separate line item on all invoicing and is subject to Hawaii GET.

**PAYMENTS** are to be made to the remittance address of the Contractor(s). HRS §103-10, HRS, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

**LEASE AGREEMENTS** are not allowed under this contract.

**VENDOR AND PRODUCT EVALUATION.** Form SPO-012, Evaluation: Vendor or Product, for the purpose of addressing concerns on this vendor list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

**PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET** at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

# **OFFICE FURNITURE CATEGORIES AND SERVICES**

## **WORKSPACE FURNITURE**

The Workspace Furniture category groups together three (3) categories of coordinating furniture. This category has been created so that end users have an option of selecting from a group of coordinating furniture for the office environment.

- **Systems Furniture and Accessories:** Systems furniture, including monolithic and frame and tile, is a generic term for panels, work-surfaces, shelves, and other items sold by a single manufacturer as a package for furnishing offices. Cubicles and the sea of cubicles are the items most often associated with systems furniture, but other open plan arrangements are included.
- **Desks/Tables and Accessories:** A desk/table is a freestanding unit having a work surface that is supported by legs or pedestals, in some instances; the unit will have sit-to-stand capability, drawer(s), doors, or other storage elements. Free-standing desks, conference room tables, small office tables, side tables, and dining tables are included in this category.
- **Filing and Storage and Accessories:** The filing and storage category may include, but is not limited to; bookcases, wardrobes, cabinets, Free-standing and mobile pedestals, and wall mounted shelving. This category does not include shelving units that are attached to system furniture cubicle walls.

## **DESKS/TABLES AND ACCESSORIES**

A desk/table is a freestanding unit having a work surface that is supported by legs or pedestals, in some instances; the unit will have sit-to-stand capability, drawer(s), doors, or other storage elements. Free-standing desks, conference room tables, small office tables, side tables, and dining tables are included in this category. The term wooden is meant to include, wood, or wood veneer, or wood laminate.

## **FILING AND STORAGE AND ACCESSORIES**

The filing and storage category may include, but is not limited to; bookcases, wardrobes, cabinets, Free-standing and mobile pedestals, and wall mounted shelving. This category does not include shelving units that are attached to system furniture cubicle walls. The term wooden is meant to include, wood, or wood veneer, or wood laminate.

## **SEATING AND ACCESSORIES**

The seating category includes both high back and standard executive chairs, conference room chairs, task/work chairs that may have multiple seat pan sizes and are either mesh back or fabric with arms or without and guest/side chairs that have both four point and star bases. This category also includes optional reception/lounge seating, dispatch chairs, stackable/foldable chairs, collaborative, and stationary and height adjustable stools.

## **SERVICES**

- **Design Services** include but are not limited to; space planning, installation plans, furniture migration strategies, reconfiguration of existing systems, inventory of existing furniture, assistance with furniture selection, interior office design, and computerized installation drawings.
- **Installation Services** include all labor required to disassemble, assemble, deliver, set-up, install, and otherwise finish an office installation or remodel project.
- **Customer Service** includes but is not limited to sales service and warranty services.



## **HOW TO USE THIS VENDOR LIST CONTRACT:**

1. Agency obtains one (1) quote from each of the Contractor's Authorized Dealers listed herein. Agency may use the attached form, *Uniform Request for Quotes*, or a similar form. At a minimum, the Agency shall provide the Dealers with a basic scope of services required including the following information:
  - Type of office furniture required (ie. Desks, Cubicles, Workstations, Chairs, Filing Cabinets, etc.); and
  - Description of the office these furnishings will be used in and any other requirements the Agency may have.

NOTE: Agency may review Contractors' price lists and discount matrix at the links provided on the Contractor Information pages.

2. Dealer responds by due date specified. Give Dealer a reasonable amount of time to prepare and submit the quote. Dealer will notify the Agency as soon as possible in the event the Dealer is unable to provide the requested services/products. Dealer will list the product quote which is the contract price of item derived from the item list price and contracted discount percent. All freight costs for shipments to the closest appropriate west coast shipping port for Hawaii are built-in to the contract price of item. Agency will pay for the actual shipping/freight cost and applicable taxes from the closest appropriate west coast shipping port to Hawaii (freight quote). For Systems Furniture, Dealer shall provide price quotes for design and/or installation services. The price quotes will include the hourly rates for these services. Design fees must not exceed 3% of total product cost unless the Agency agrees to additional charges in advance of services. Dealer may provide more details regarding quotes in the Additional Information section of the Uniform Request for Quotes form or they may attach additional page(s).

NOTE: Installation will not include electrical power connections, which require a licensed electrician to perform the work and will be subject to prevailing wage rates. However, the Agency shall have the option to hire a separate contractor to do the electrical connections or may request the Dealer to sub-contract such work and pass the charge through the Agency as a separate line item on the invoice. Agency also reserves the right to install items with their own personnel or other third party. Agency shall first receive prior approval from Dealer before using an outside third party for installation. Dealer shall provide detailed installation instructions. Improper installations by others void manufacturer's warranty.

3. Agency reviews and evaluates all quotes received. **Under no circumstances should an Agency share one Dealer's Design drawings with another Dealer.** In the event that a dealer fails to respond by the due date specified, document for the procurement/contract file. In the event that a dealer submits a late quote, it is the agencies determination to accept or reject a late quote submittal, document for the procurement/contract file.
4. Agency shall consider all responsive and responsible quotes received. An award shall be made to the Dealer with the most cost effective option. In situations where the most cost effective option fails to meet the needs of the Agency, the Agency may award to the Dealer whose offer represents the best value to the Agency. Best value means the most advantageous offer determined by evaluating and comparing all relevant criteria in

addition to price so that the offer meeting the overall combination that best serves the Agency is selected. These criteria may include, in addition to others, the total cost of ownership, performance, history of the Contractor, quality of goods, services, solution design, delivery and proposed technical performance. Such determination shall be in writing. The person who conducted and participated in this procurement utilizing this vendor list is required to complete form SPO-010, *Record of Procurement*, which is located on the SPO website: <http://spo.hawaii.gov>; click on Forms on the SPO homepage. This form is signed by the personnel with delegated authority and is kept with the agencies procurement/contract file. All non-responsive dealer(s) shall be notated in Part C.

5. On the selected Dealer's *Uniform Request for Quotes*, Agency signs to acknowledge acceptance. Agency may inform non-selected Dealer(s) as a courtesy.
6. Agency shall keep all quotes received and written determination (of why Dealer was selected) in the procurement file in the event of an audit.
7. If it is not practicable to obtain quotes from all Dealers, such written determination shall be kept in the procurement file.
8. Place an order with one of the Dealers listed herein. Ordering information can be found as follows:
  - Allsteel Inc. Authorized Dealer – **Ryan Michael Corp. dba Senetics** contact information is located on page 9. Orders shall be issued to Allsteel Inc. c/o Senetics, 2210 Second Avenue, Muscatine, IA 52761.
  - Steelcase Inc. Authorized Dealer – **Interior Showplace, Ltd.** contact information is located on page 10.
9. Methods for placing your order:
  - Order via Phone, Fax, or Email
  - Specify: (1) The SPO VL Contract No. 19-09; (2) the applicable NASPO ValuePoint Master Agreement Number; (3) the ordering agency's name, address, contact and phone number; (4) order amount and an itemized list of accessories; and (5) where order is to be delivered.
10. Methods for delivery:
  - Inside Delivery – Products will be delivered by the Authorized Dealer inside an office building location as designated on a purchase order. Products will be unloaded and unboxed with no assembly required.
  - Installation – Products will be delivered, unloaded, and assembled according to the design plan and to a move-in ready condition (including final cleaning prior to the final walk-through inspection).

NOTE: Delivery of products for installation is the Dealer's responsibility. Freestanding components (chairs, filing cabinets, desks, etc.) will not be subject to installation charges, but subject to inside delivery. Installation shall begin simultaneously with delivery of products that are subject to installation, unless otherwise requested by the Agency.

# Allsteel®

Master Agreement No. MA144  
Awarded Categories: Workspace Furniture, Seating and Accessories

**For quotes, contact Senetics, Allsteel's authorized dealer. Orders are to Allsteel Inc. c/o Senetics. Payments are made to Allsteel Inc.**

## ADDRESS

### Orders to:

Business Address:  
Allsteel Inc.  
2210 Second Avenue  
Muscatine, IA 52761

### Payments to:

Remittance Address:  
Allsteel Inc.  
13358 Collections Center Drive  
Chicago, IL 60693  
E.F.T. TO ACCT 37562-76554  
ABA# 111000012

Allsteel's Discount Matrix and Price Lists and Warranty can be found at the following link: <https://cms.allsteeloffice.com/Pages/Markets-We-Serve/Government/NASPOValuePoint/Overview2018.aspx>

Authorized Dealer:

**Ryan Michael Corp. dba Senetics**

## ADDRESS

Senetics  
430 Sumner Street  
Honolulu, HI 96817

## CONTACT INFORMATION

*Primary Contact:* Jehanne Lataillade

*Email:* [jehanne@senetics.net](mailto:jehanne@senetics.net)

*Phone:* (808) 791-0907

*Fax:* (808) 526-4026

*Secondary Contact:* Lori McDade

*Email:* [lori@senetics.net](mailto:lori@senetics.net)

*Phone:* (808) 531-9788

*Fax:* (808) 526-4026

*Web site:* <http://www.seneticshawaii.com/>

# Steelcase

Master Agreement No. MA147

Awarded Categories: Workspace Furniture, Seating and Accessories

**For quotes, contact Interior Showplace, Ltd., Steelcase's authorized dealer. Orders and payments are made to Interior Showplace, Ltd.**

Steelcase's Price Lists, and Master Agreement/ Discount Matrix can be found at the following links: [www.steelcase.com/states/wsca-master-agreement/#product-information\\_price-lists-pl186](http://www.steelcase.com/states/wsca-master-agreement/#product-information_price-lists-pl186) and <https://www.naspovaluepoint.org/portfolios/portfolio-contractor/599/>

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Authorized Dealer:  
**Interior Showplace, Ltd.**

## ADDRESS

Business Address:  
Interior Showplace, Ltd.  
956 Queen Street  
Honolulu, HI 96814

Remittance Address:  
Interior Showplace, Ltd.  
956 Queen Street  
Honolulu, HI 96814-4118

## CONTACT INFORMATION

*Primary Contact:* Kimberly Quezada

*Email:* [kim@interiorshowplace.com](mailto:kim@interiorshowplace.com)

*Phone:* (808) 593-8420 ext. 19

*Fax:* (808) 593-2463

*Secondary Contact:* Erin Kamano

*Email:* [erin@interiorshowplace.com](mailto:erin@interiorshowplace.com)

*Phone:* (808) 593-8420 ext. 29

*Fax:* (808) 593-2463

*Website:* <https://www.interiorshowplace.com/>

SPO VL CONTRACT NO. 19-09  
**UNIFORM REQUEST FOR QUOTES**  
NASPO VALUEPOINT OFFICE FURNITURE

**SECTION 1 - AGENCY TO COMPLETE:**

DATE: \_\_\_\_\_

AUTHORIZED DEALERS INVITED TO SUBMIT QUOTES:

Ryan Michael Corp. dba Senetics       Interior Showplace

GOVERNMENT AGENCY CONTACT INFORMATION:

Department: \_\_\_\_\_ Division/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

QUOTE DUE DATE: \_\_\_\_\_

SCOPE OF SERVICES:

Additional Pages Attached

Submit Quote via:       Email       Fax       US Postal

**SECTION 2 – DEALER TO COMPLETE:**

DEALER CONTACT INFORMATION:

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

PRODUCT QUOTE:	\$	(contract price; include Item list price & contracted discount percent)
+Design Services	\$	(estimated total; include hourly rate x estimated hrs)
+Installation Services	\$	(estimated total; include hourly rate x estimated hrs)
+Freight	\$	(west coast port to Hawaii)
+GET	\$	(4.712% for Oahu; 4.166% for Hawaii, Maui, Kauai, Lanai, Molokai)
= TOTAL QUOTE	\$	(Include details and breakdown of quotes in Additional Information and/or Additional Page Attached)

ADDITIONAL INFORMATION:

Additional Pages Attached

Quote shall remain firm for \_\_\_\_\_ days

All quotes shall be signed and dated by an authorized individual of the company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Title: \_\_\_\_\_

**SECTION 3 – STATE ACCEPTANCE, if any:**

By signing below, the Department/Division/Agency stated in Section 1 above has selected the dealer stated in Section 2 above to provide services under SPO VL Contract No. 19-09.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Printed Title: \_\_\_\_\_