



**STATE OF HAWAII**  
**STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 586-0554  
email: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>

September 6, 2023

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

FROM:       Bonnie Kahakui, Acting Administrator *Bonnie A. Kahakui*

SUBJECT: **Change No. 5**  
              SPO Vendor List Contract No. 23-15  
              **NASPO VALUEPOINT OFFICE FURNITURE AND RELATED SERVICES**  
              Solicitation No. CT22-79  
              **Expires: January 21, 2028**

The following change is made to the vendor list contract:

- Allsteel LLC is added as an authorized contractor.

The current vendor list contract incorporating Change No. 5 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on 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).

# TABLE OF CONTENTS:

Information on NASPO ValuePoint .....	1
Participating Jurisdictions.....	2
Points of Contact.....	2
Nonprofit Organizations.....	3
Contractors, Vendor Codes, Compliance, pCard, PO, VL and MA #, Orders.....	4
Freight Terms, Delivery, Damaged or Incorrect Products, Warranty.....	5
Payments, Lease Agreements .....	5
GET and County Surcharge, Compliance pursuant to HRS§103-53.....	6
Vendor and Product Evaluation, Price or Vendor List Contract.....	6
Office Furniture Categories and Services .....	7
How to use this Vendor List Contract .....	8
Contractor Information – Allsteel LLC / Infinium Interiors LLC.....	11
Contractor Information – The HON Company LLC / Fisher Hawaii .....	12
Contractor Information – Krueger International, Inc. / The Systemcenter, Inc.....	13
Contractor Information – MillerKnoll, Inc. / Contract Furnishers of Hawaii, Inc.....	14
Contractor Information – Steelcase Inc. / Interior Showplace, Ltd.....	15
Uniform Request For Quotes Form .....	16

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Vendor List Contract No. 23-15**  
Replaces SPO VL 19-09  
Includes Change No. 5  
Effective: 09/07/2023

***THIS SPO VENDOR LIST CONTRACT IS FOR AUTHORIZED BUSINESS USE ONLY.***

**NASPO VALUEPOINT  
OFFICE FURNITURE AND RELATED SERVICES**

(Solicitation No. CT22-79)

**April 21, 2023 to January 21, 2028**

**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 and Related Services contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization, LLC and contracts were awarded to ten qualified Contractors. The State of Hawaii has signed Participating Addenda with five Contractors.

This contract offers six (6) categories. (1) Office Seating and Accessories, (2) Lounge and Public Seating, (3) Desks and Tables and Accessories, (4) Panel Systems and Accessories, (5) Storage and Accessories, (6) Architectural Products 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
School Facilities Authority (SFA)	Honolulu Board of Water Supply
Hawaii Health Systems Corporation (HHSC)	Honolulu Authority for Rapid Transportation (HART)
Office of Hawaiian Affairs (OHA)	County of Hawaii
University of Hawaii (UH)	Hawaii County Council
Public Charter School Commission And Schools	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:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a>
SFA	Gaudencia “Cindy” Watarida	430-5531		<a href="mailto:cindy.watarida@k12.hi.us">cindy.watarida@k12.hi.us</a>
HHSC	Nancy Delima	359-0994		<a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a>
OHA	Christopher Stanley	594-1833	594-1865	<a href="mailto:chriss@oha.org">chriss@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@spcsc.hawaii.gov">danny.vasconcellos@spcsc.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>

Jurisdiction	Name	Phone	FAX	E-mail
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a>
Honolulu City Council	Kendall Amazaki, Jr. Nanette Saito	768-5084 768-5085	768-5011	<a href="mailto:kamazaki@honolulu.gov">kamazaki@honolulu.gov</a> <a href="mailto:nsaito@honolulu.gov">nsaito@honolulu.gov</a>
Honolulu Board of Water Supply	Procurement Office	748-5071		<a href="mailto:fn_procurement@hbws.org">fn_procurement@hbws.org</a>
HART	Dean Matro	768-6246		<a href="mailto:dean.matro@honolulu.gov">dean.matro@honolulu.gov</a>
County of Hawaii	Diane Nakagawa	961-8440		<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
Hawaii County Council	Diane Nakagawa	961-8440		<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@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	Jared Masuda	463-3816		<a href="mailto:jared.masuda@co.maui.hi.us">jared.masuda@co.maui.hi.us</a>
Maui County Council	Marlene Rebugio	270-7838		<a href="mailto:marlene.rebugio@mauicounty.us">marlene.rebugio@mauicounty.us</a>
County of Maui – Department of Water Supply	Kenneth L. Bissen	270-7684	270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@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	Codie Tabalba	241-4193	241-6349	<a href="mailto:ctabalba@kauai.gov">ctabalba@kauai.gov</a>
County of Kauai – Department of Water	Christine Erorita	245-5409	245-5813	<a href="mailto:cerorita@kauaiwater.org">cerorita@kauaiwater.org</a>

**USE OF THIS VENDOR 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 and related services. 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 LLC	MA3963
The HON Company LLC	MA3970
Krueger International, Inc.	MA3968
MillerKnoll, Inc.	MA3967
Steelcase Inc.	MA3969

**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. 23-15. *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.

Note: Vendors may impose a transaction fee, not to exceed 4%, for pCard transactions.

**PURCHASE ORDERS** may be issued for purchases of \$2,500 or more and for vendors who either do not accept the pCard or set minimum order requirements before accepting the pCard.

**SPO VL CONTRACT NO. 23-15 AND APPLICABLE MASTER AGREEMENT NUMBER** shall be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No. 23-15 and Master Agreement Number shall be notated on the appropriate transaction document. **(MA3963 – Allsteel LLC, MA3970 – The HON Company LLC, MA3968 – Krueger International, Inc., MA3967 – MillerKnoll, Inc., MA3969 – Steelcase Inc.)**

**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. 23-15; (2) applicable NASPO ValuePoint Master Agreement Number; (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 the authorized dealer 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 without written permission from the Agency.

**DAMAGED OR INCORRECT PRODUCTS** must be reported to the Contractor or Contractor's Authorized Dealer by the Agency within five (5) calendar days after the damage is noticed. The Contractor or Contractor's Authorized Dealer 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. The office furniture products offered under this contract have a minimum 10-year warranty from Acceptance. Contractor may exclude textiles, color fastness, electrical components, pneumatic cylinders and other moving parts from the ten (10) year warranty. Specialty products and accessories may have a minimum five (5) year warranty from Acceptance. 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.

**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.

**STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE** shall not exceed the following rates if seller elects to pass on the charges to its customers.

COUNTY	COUNTY SURCHARGE TAX RATE	STATE GET	MAX PASS-ON TAX RATE	EXPIRATION DATE OF SURCHARGE TAX RATE
C&C OF HONOLULU	0.50%	4.0%	4.7120%	12/31/2030
HAWAII	0.50%	4.0%	4.7120%	12/31/2030
COUNTY OF MAUI (including Molokai and Lanai)	0.0%	4.0%	4.1666%	No county surcharge
KAUAI	0.50%	4.0%	4.7120%	12/31/2030

The GET or use tax and county surcharge may be added to the invoice as a separate line item and shall not exceed the current max pass-on tax rate(s) for each island.

County surcharges on state general excise (GE) tax or Use tax may be visibly passed on but is not required. For more information on county surcharges and the max pass-on tax rate, please visit the Department of Taxation’s website at <http://tax.hawaii.gov/geninfo/countysurcharge>.

**COMPLIANCE PURSUANT TO HRS §103-53.** All state and county contracting officers or agents shall withhold final payment of a contract until the receipt of tax clearances from the director of taxation and the Internal Revenue Service. This section does not apply to contracts of less than \$25,000.

**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**

## **CATEGORY 1: OFFICE SEATING AND ACCESSORIES**

Office seating and accessories includes general purpose office chairs that are normally used in an office environment and may include, but are not limited to those seating styles typically referred to as: conference/executive chairs, task chairs, side/guest chairs, nesting folding chairs, tablet arm chairs and stools.

## **CATEGORY 2: LOUNGE AND PUBLIC SEATING AND ACCESSORIES**

Lounge and public seating and accessories include products with single seat units, units with multiple seating positions within one unit or ganged seating units, and folding chairs. Public and lounge seating may be ganged/connected. Seating in this category would normally be used in indoor common/shared spaces such as waiting, reception, visitor seating, restaurant and dining settings and other gathering areas. Seating units that must be attached to the building structure for support or stability purposes and general purpose or task-oriented office chairs are not included.

## **CATEGORY 3: DESKS, TABLES, AND RELATED PRODUCTS AND ACCESSORIES**

Desks, tables, and related accessories include products intended for use in commercial office, institutional and training environments, including retail spaces and restaurants such as free-standing desks, height adjustable desks, small office tables, side tables, conference room tables, training tables, and mobile and portable workstations. Tables may be collapsible and/or stackable. Tables with attached seating are excluded.

## **CATEGORY 4: PANEL SYSTEMS AND ACCESSORIES**

Panel systems and accessories include panel systems, overhead storage, screens, moveable screens, boundaries, mobile boards, shelving, panel supported systems, and various hang on components.

## **CATEGORY 5: STORAGE AND ACCESSORIES**

Storage and accessories include freestanding, mobile, and wall mounted storage units and shelving, bookcases, filing cabinets, pedestal filing cabinets, wardrobes, and other similar functioning storage products. This category does not include shelving units that are attached to panel systems or architectural products.

## **CATEGORY 6: ARCHITECTURAL PRODUCTS AND ACCESSORIES**

Architectural products and accessories include prefabricated walls, typically steel or aluminum frame with custom design solutions for a variety of applications. A non-structural, manufactured wall system consisting of prefinished modular panels assembled to create various spaces may be installed into a track system, and panels may interlock or butt together with system hardware. Utilities and other infrastructure may be incorporated into the system as well as whiteboards, housing for monitors, and can incorporated lighting, and shelving. The system is best for floor to ceiling installations. This wall type is best suited for longer duration needs and for project separations in occupied spaces and as a barrier.

## **SERVICES**

- **Design Services** include but are not limited to; space planning, furniture migration strategies, reconfiguration of existing panel system or architectural products, assistance with furniture selection, interior office design, and computerized installation drawings.
- **Installation Services** include all planning and 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, project management services, product information services, and warranty services.

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

1. Agency shall obtain at least two quotes from the Contractor's Authorized Dealers. Agency may use the attached form, *Uniform Request for Quotes*, or a similar form. At a minimum, the Agency shall provide the Dealer 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.

### **Contractor Category Chart**

<b>Category</b>	<b>Allsteel– Infinium Interiors</b>	<b>HON– Fisher Hawaii</b>	<b>Krueger International– Systemcenter</b>	<b>MillerKnoll– Contract Furnishers of Hawaii</b>	<b>Steelcase– Interior Showplace</b>
1 – Office Seating and Accessories	X	X	X	X	X
2 – Lounge and Public Seating and Accessories	X	X	X	X	X
3 – Desks, Tables, and Related Products, and Accessories	X	X	X	X	X
4 – Panel Systems and Accessories	X	X	X	X	X
5 – Storage and Accessories	X	X	X	X	X
6 – Architectural Products and Accessories			X		X

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 Panel Systems and Architectural Products, 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).

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 agency's 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 minimum number of quotes from Dealers, such written determination shall be kept in the procurement file.
8. Place an order with one of the following Dealers.
  - Allsteel LLC Authorized Dealer – **Infinium Interiors LLC**
  - The HON Company LLC Authorized Dealer – **Fisher Hawaii**
  - Krueger International, Inc. Authorized Dealer – **The Systemcenter, Inc.**
  - MillerKnoll, Inc. Authorized Dealer – **Contract Furnishers of Hawaii, Inc.**
  - Steelcase Inc. Authorized Dealer – **Interior Showplace, Ltd.**
9. Methods for placing your order:
  - Order via Phone, Fax, or Email
  - Specify: (1) The SPO VL Contract No. 23-15; (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:
  - Standard Delivery – Product is brought to the tailgate or end of truck and Agency is responsible to unload.

- Dock Delivery – Products will be delivered and unloaded by a common carrier to a dock. Agency may want to order, for example, seating or accessories and does not need assistance with installation and prefers the product to be delivered directly to Agency’s facility dock.
- 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. Check if charges apply.
- 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: See freight terms on page 5.

# Allsteel®

Allsteel LLC, Master Agreement No. MA3963  
Category 1 – Office Seating and Accessories; Category 2 – Lounge and Public Seating and Accessories; Category 3 – Desks, Tables, and Related Products, and Accessories;  
Category 4 – Panel Systems and Accessories; Category 5 – Storage and Accessories

**For quotes, contact Infinium Interiors, Allsteel's authorized dealer. Orders are to Allsteel LLC c/o Infinium Interiors. Payments are made to Allsteel LLC.**

Allsteel's Master Agreement which includes Pricing Information can be found at the following link:  
<https://www.naspo.valuepoint.org/portfolio/office-furniture-and-related-services-2023-2028/allsteel-llc/>

Allsteel LLC Business Address: 600 E. 2<sup>nd</sup> Street, Muscatine, IA 52761

## ADDRESS

### **Orders to:**

Allsteel LLC c/o Infinium Interiors  
PO Box 1109  
Muscatine, IA 52761

### **Payments to:**

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

---

Authorized Dealer:

## **Infinium Interiors LLC**

## ADDRESS

Infinium Interiors  
850 Mililani Street, 2<sup>nd</sup> Floor  
Honolulu, HI 96813

## CONTACT INFORMATION

*Primary Contact:* Len C. Sundita

*Phone:* (808) 221-6845

*Email:* [lsundita@infinium-interiors.com](mailto:lsundita@infinium-interiors.com)

*Secondary Contact:* Marc Suesskind

*Phone:* (808) 777-5490

*Email:* [msuesskind@infinium-interiors.com](mailto:msuesskind@infinium-interiors.com)

*Website:* <http://www.infinium-interiors.com>



The HON Company LLC, Master Agreement No. MA3970  
Category 1 – Office Seating and Accessories; Category 2 – Lounge and Public Seating and  
Accessories; Category 3 – Desks, Tables, and Related Products, and Accessories;  
Category 4 – Panel Systems and Accessories; Category 5 – Storage and Accessories

---

**For quotes, contact Fisher Hawaii, The HON Company’s authorized dealer. Orders and payments are made to Fisher Hawaii.**

---

The HON Company’s Master Agreement which includes Pricing Information can be found at the following link:

<https://www.naspo.valuepoint.org/portfolio/office-furniture-and-related-services-2023-2028/the-hon-company-llc/>

---

Authorized Dealer:

## **Fisher Hawaii Inc. dba Fisher Hawaii**

### ADDRESS

Business Address:

Fisher Hawaii  
950 Mapunapuna Street  
Honolulu, HI 96819

Remittance Address:

Fisher Hawaii  
950 Mapunapuna Street  
Honolulu, HI 96819 - 4416

### CONTACT INFORMATION

*Primary Contact:* John Kwak

*Email:* [Johnk@fisherhawaii.net](mailto:Johnk@fisherhawaii.net)

*Phone:* (808) 687-5228

*Fax:* (808) 687-5239

*Secondary Contact:* Jessica L. Wong

*Email:* [jessicaw@fisherhawaii.net](mailto:jessicaw@fisherhawaii.net)

*Phone:* (808) 687-5204

*Fax:* (808) 687-5239

*Website:* <http://www.fisherhawaii.biz/office-furniture/>



Krueger International, Inc., Master Agreement No. MA3968  
Category 1 – Office Seating and Accessories; Category 2 – Lounge and Public Seating and  
Accessories; Category 3 – Desks, Tables, and Related Products, and Accessories;  
Category 4 – Panel Systems and Accessories; Category 5 – Storage and Accessories,  
Category 6 – Architectural Products and Accessories

**For quotes, contact The Systemcenter, KI's authorized dealer. Orders are to KI c/o The Systemcenter. Payments are made to Krueger International, Inc.**

KI's Master Agreement which includes Pricing Information can be found at the following link:  
<https://www.naspovaluepoint.org/portfolio/office-furniture-and-related-services-2023-2028/krueger-international-inc-ki/>

#### ADDRESS

**Orders to:**

KI c/o The Systemcenter  
Attn: Order Entry  
1330 Bellevue St.  
Green Bay, WI 54302

**Payments to:**

**Remittance Address:**  
Krueger International, Inc.  
PO Box 737048  
Dallas, TX 75373-7048

Via Email: [order.entry@ki.com](mailto:order.entry@ki.com)

Via Fax: 800-405-2264

#### CONTACT INFORMATION FOR KI:

Carrie Manos, Senior Inside Sales Specialist  
– Northern California  
(855) 853-8646  
[carrie.manos@ki.com](mailto:carrie.manos@ki.com)

Andy Steen, District Leader, San Francisco Bay  
Area  
(415) 252-0943  
[andy.steen@ki.com](mailto:andy.steen@ki.com)

Authorized Dealer:

**The Systemcenter, Inc.**

#### ADDRESS

1738 Silva Street  
Honolulu, HI 96819

#### CONTACT INFORMATION

*Primary Contact:* Judy Rieta

*Email:* [judy@systemcenter.com](mailto:judy@systemcenter.com)

*Phone:* (808) 847-0911 ext.

*Secondary Contact:* Kera Yong

*Email:* [keray@systemcenter.com](mailto:keray@systemcenter.com)

*Phone:* (808) 439-6293

*Fax:* (808) 848-2784

*Website:* <https://systemcenter.com/>

# MillerKnoll

MillerKnoll, Inc., Master Agreement No. MA3967

Category 1 – Office Seating and Accessories; Category 2 – Lounge and Public Seating and Accessories; Category 3 – Desks, Tables, and Related Products, and Accessories; Category 4 – Panel Systems and Accessories; Category 5 – Storage and Accessories

**For quotes, contact Contract Furnishers of Hawaii, Inc. dba Office Pavilion, MillerKnoll's authorized dealer. Orders and payments are made to Contract Furnishers of Hawaii, Inc.**

MillerKnoll's Master Agreement which includes Pricing Information can be found at the following link:

<https://www.naspovaluepoint.org/portfolio/office-furniture-and-related-services-2023-2028/millerknoll-inc/>

Authorized Dealer:

**Contract Furnishers of Hawaii, Inc. dba Office Pavilion**

## ADDRESS

*Business Address:*

50 S. Beretania Street, Suite C-208B  
Honolulu, HI 96813

*Remittance Address:*

Contract Furnishers of Hawaii, Inc.  
Lockbox 27883  
PO Box 1120  
Honolulu, HI 96807-1120

## CONTACT INFORMATION

*Primary Contact:* Bruce Shewalter

*Phone:* (808) 599-2411

*Email:* [naspo@op-hawaii.com](mailto:naspo@op-hawaii.com)

*Fax:* (808) 599-2617

*Website:* <https://www.op-hawaii.com/>



# Steelcase

Steelcase Inc., Master Agreement No. MA3969

Category 1 – Office Seating and Accessories; Category 2 – Lounge and Public Seating and Accessories; Category 3 – Desks, Tables, and Related Products, and Accessories;  
Category 4 – Panel Systems and Accessories; Category 5 – Storage and Accessories;  
Category 6 – Architectural Products and Accessories

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

Steelcase’s Master Agreement which includes Pricing Information can be found at the following link:  
<https://www.naspo.valuepoint.org/portfolio/office-furniture-and-related-services-2023-2028/steelcase-inc/>

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

*Phone:* (808) 542-4631

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

*Secondary Contact:* Pam Patterson

*Phone:* (808) 954-5934

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

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

*Fax:* (808) 593-2463

# UNIFORM REQUEST FOR QUOTES

## NASPO VALUEPOINT OFFICE FURNITURE AND RELATED SERVICES

### SECTION 1 - AGENCY TO COMPLETE:

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

**AUTHORIZED DEALERS INVITED TO SUBMIT QUOTES:**

- Fisher Hawaii       The Systemcenter       Interior Showplace       Contract Furnishers of Hawaii       Infinium Interiors

**GOVERNMENT AGENCY CONTACT INFORMATION:**

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

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

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

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

**SCOPE OF SERVICES:**

Additional Pages Attached

Submit Quote via:       Email       Fax       US Postal      QUOTE DUE DATE: \_\_\_\_\_

### SECTION 2 - DEALER TO COMPLETE:

**DEALER CONTACT INFORMATION:**

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

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

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

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

<b>PRODUCT QUOTE:</b>	\$ _____	(contract price; Item list price \$ _____ & discount percent _____%)
+Design Services	\$ _____	(estimated total; hourly rate \$ _____ x estimated _____ hours)
+Installation Services	\$ _____	(estimated total; hourly rate \$ _____ x estimated _____ hours)
+Freight	\$ _____	(west coast port to Hawaii)
+Additional fee	\$ _____	(Additional fee description: _____)
+GET	\$ _____	(4.712% for Oahu, Hawaii, Kauai; 4.166% for Maui, Lanai, Molokai)
<b>= TOTAL QUOTE</b>	<b>\$ _____</b>	(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 goods and services under SPO VL Contract No. 23-15.

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

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