

U. S. Department of Energy

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER May 2, 2000	2. CONTRACT NO. (If any) GS-29F-0152G	3. ORDER NO. DE-AB01-00AD40559.A000	4. REQUISITION/REFERENCE NO. 01-00AD40559.000
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5. ISSUING OFFICE (Address correspondence to) U.S. Department of Energy 000 Independence Ave., S.W. Washington, DC 20585 BUYER C. Frame B/NC: A120 NO. 426-0087 CODE MA-541	6. SHIP TO: (Consignee and address, ZIP Code) U.S. Department of Energy Washington, D.C. or Germantown, Md. (See instructions on each order) SHIP VIA:
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7. TO: CONTRACTOR (Name, address and ZIP Code)

ROSEMOUNT OFFICE SYSTEMS, INC.
170 HILL INTERIOR SERVICE
1785 HAMBURG AVE.
LAKEVILLE, MN 55044-9035

PHONE# 41-1793018 ROSEMOUNT REP. COREENE LUBELEY (877) 985-6294

8. TYPE OF ORDER

A. PURCHASE-Reference your _____
Dated Proposal

Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of:

B. DELIVERY-Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA
No funding is applied to the BPA

10. REQUISITIONING OFFICE
Amos Street (202) 586-9285
PROJ. OFF. NO. CODE : MA-212

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

SMALL OTHER THAN SMALL DIS-ADVANTAGED WOMAN-OWNED

12. F. O. B. POINT DESTINATION

14. GOVERNMENT B/L NO.

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
5/02/2000 TO 5/01/2005 subject to GSA's exercise of options under their schedule

16. DISCOUNT TERMS
NET/30

13. PLACE OF INSPECTION AND ACCEPTANCE

17. SCHEDULE (See reverse for Rejections)

ITEM NO (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
1.	The award of the subject Blanket Purchase Agreement (BPA) covers all items contained under Federal Supply Schedule GS-29F-0152G. Pricing of items under the GSA schedule are fixed as of the day of award through September 30, 2001. Price increases authorized by GSA for the subject schedule, after the award of this BPA, will not be applicable to items orders under this BPA through September 30, 2001. Applicable discounts for the period beginning with the award of this BPA through 5/01/2005 is 68.5% off list price for all items except chairs which is discounted 66% off list price. Pricing for the period October 1, 2001 to May 01, 2005 will not exceed a maximum of 7% based on Rosemount's existing schedule which will expire September 30, 2001. All orders are FOB destination Germantown, MD or Washington, D.C. All orders must be in writing and only from individuals listed in this BPA. Invoice approval official; Amos Street or other MA-212 invoice approval official	Maximum	Value Not	<u>ACCEPTED</u> <u>SIGNED:</u> <u>DATE:</u> BY ORIGINAL May 2,2000	<u>ROSEMOUNT</u> IN CONTRACT FILE \$7,388,720	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17. (H) TOT. ← (Cont. pages)
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21. MAIL INVOICE TO: (Include Zip Code) USDOE, Commercial Payments, P.O. Box 500, Germantown, MD 20875-0500 Telephone: 301-903-4340	17. (I) ← GRAND TOTAL \$7,388,720
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22. UNITED STATES OF AMERICA BY (Signature) → *Craig S. Frame* 23. NAME (Typed) Craig S. Frame TITLE: CONTRACTING/ORDERING OFFICER

Contractor will provide DESIGN AND RECONFIGURATION services on a per hour basis in accordance with the following price schedule:

May 2, 2000 to May 1, 2001	\$30.00
May 2, 2001 to May 1, 2002	\$31.50
May 2, 2002 to May 1, 2003	\$33.07
May 2, 2003 to May 1, 2004	\$34.73
May 2, 2004 to May 1, 2005	\$36.47

TERMS AND CONDITIONS

Description of Agreement. You are hereby authorized to *only* furnish the supplies or services under the subject BPA to the U.S. Department of Energy upon request by authorized DOE representatives identified below. **All orders must be placed in writing after funding has been reserved by the authorizing official below:**

<u>NAME</u>	<u>ORGANIZATION</u>
Amos Street	MA-212
James Brown	MA-213
Helene Mossburg	MA-213
James Hoffman	MA-213
Frank Warner	MA-212
Fay Zimmerman	MA-212
Helen Black	MA-212
William Gillison	MA-212
Warren Jackson	MA-213

The Contracting Officer's Representative is required to maintain an order log of all orders made under the BPA and to secure full funding for each order prior to issuance to the contractor.

4. **Extent of Obligation:** The Government is obligated only to the extent of authorized written orders actually placed against this BPA.
5. **Pricing:** By acceptance of this BPA the Contractor agrees that the prices to the Government shall be as low as, or lower than, those charged the supplier's most favored customers, for like quantities, in addition to any discounts for prompt payment. The contractor will provide the listed furniture identified in this BPA. This BPA does not authorize the purchase of any other items not identified by item and model number in this BPA.
5. **Invoices:** Invoices shall be submitted once per month for furniture actually received and accepted by DOE.

ALL INVOICES SHALL INCLUDE THE FOLLOWING:

- A). CONTRACTOR NAME AND RENITTANCE ADDRESS
- B). BPA NUMBER
- C). WRITTEN ORDER NUMBER(S), DATE OF DOE ORDER(S), PRICE AND DESCRIPTION OF THE ITEM(S)
- D). TOTAL AMOUNT OF INVOICE FOR THE FURNATURE
- E). POINT OF CONTACT AND TELEPHONE NUMBER FOR QUESTIONS CONCERNING INVOICE.

Invoices received that do not contain the required data will be returned without payment. Problems relating to payments in excess of 30 days of submission of invoices should be directed to:

U.S. Department of Energy
Office of Comptroller
Commercial Payments
P.O. Box 500
Germantown, MD 20875
Tele. No: (301) 903-4340

Any orders accepted by the contractor from persons other than those listed above are unauthorized, and will not be approved for payment.

7. Warranty: The contractor is providing a limited lifetime warranty for all furniture . Warranty covers defects in workmanship, materials and design with normal use, including failures resulting from normal relocation of furniture.

3. Identify all packages and papers with BPA Number DE-AB01-00AD40559

Attachments: 1. DOE SPECIFICAION LIST & ROSEMOUNT RESPONSE DATED April 18, 2000

2. ATTACHMENT BY REFERENCE OF ROSEMOUNT'S PROPOSAL DATED April 14, 2000

3. MANDATORY ELECTRONIC PAYMENT CLAUSE AND PAYMENT INFORMATION FORM

ATTACHMENT 1

SPECIFICATIONS SHEET FOR SYSTEM/FREE STANDING FURNITURE
DE-RQ01-00AD40559 **REVISED 4/03/00**

1. Warranty is to be a minimum of 10 years.
2. Training will be provided at no additional cost for installation/disassembly process to maintain the manufacturer's warranty.
3. Work surfaces are to have vertical height adjustment availability.
4. All panels will have electrical conduits with end caps.
5. Task lighting must be T8 ballast to meet energy efficient regulations..
6. Mobile Pedestals are to be free standing. Will not be attached to panels or table tops. (Box/Box/File) (File/File) Counter Weight, Locking.
7. Privacy panels are to be integral part of the table tops and overhead units with stacking Capability.
8. Post formed edges on top.
9. Steel Construction (14 Gauge) or Aluminum.
10. Pricing for design drawings will be on a per hour basis in accordance with the BPA award. Contractor will charge time **only** while on the job site. Contractor time sheets will be provided by the contractor to verify all hours billed. Failure to provide the time sheets with the invoice will result in the entire invoice being rejected and will not be subject to the Prompt Payment Act.
11. Color of fabric and color of metal is to be consistent with laminate and fabric samples provided by the Government.
12. Pricing for reconfiguration of furniture will be on a per hour basis in accordance with the BPA award. Contractor will charge time **only** while on the job site. Contractor time sheets will be provided by the contractor to verify all hours billed. Failure to provide the time sheets with the invoice will result in the entire invoice being rejected and will not be subject to the Prompt Payment Act.
13. Keyboard will be articulating with a slide mouse tray.(For left and right handed)
14. Pencil Drawers.
15. Transaction counters.
16. Master keys, 3 sets.
17. Price of furniture must include DOE requested grommets on work surfaces.
18. Must be able to connect 120 volts 14 gauge insulated wire with a three prong plug.
19. Overheads to be provided with and without flipper doors.
20. Flipper door to recede above or below top frame of overhead.
21. Heavy duty extension cord with 14 gauge wire with any excess wire to be installed in conduit.
22. Tackboards.
23. Contractor agrees not to charge restocking or transportation fees for excess pieces.
24. Contractor or the manufacturer will either e-mail or fax a copy of their internal order number to DOE for cross-reference.
25. Invoices will be submitted with the unique call number listed along with the Blanket Purchase Agreement number.

26. Contractor will provide a least two contact names for DOE to contact regarding status and any other problems or issues.
27. Furniture series, model number, and product number must be provided on all documents from offeror/contractor.
28. Ordered furniture and fabric colors to be manufactured for at least 7-10 years from date of contract signed.
29. All ordered products must be delivered within 4-6 calendar weeks of written DOE order.
30. Manufacturer's Representative must be available to meet on a 24-hour notice with DOE COR.
31. Contractor must provide a weekly report on the status of DOE orders. Report must be provided via e-mail or faxed to the contracting officer's representative.
32. Separate line item for delivery and installation costs will be provided on every proposal.
33. Contractor will remove all boxes, packing material, hardware paper and bags, all unused parts, and clean area of contractor generated dirt and dust.
34. Ergonomic chairs will be provided per the attached specifications.
35. Conference chairs will be provided per the attached specifications.

3/29/00

REQUEST FOR QUOTATIONS

DE-RQ01-00AD40559

ERGO CHAIR SPECIFICATIONS: Pneumatic adjustments from seat.

1. Various size chairs (High Back/Low Back, Seat width variations)
2. T-Arms need to adjust inward/outward, up and down.
3. Knee tilt operation.
4. Back angle adjustment.
5. Seat height adjustment.
6. Back height adjustment.
7. Tilt tension.
8. 5 star base with casters.

CONFERENCE CHAIR SPECIFICATIONS: Pneumatic height adjustment

1. Various size chairs (High back/Low Back, Seat width variations).
2. Loop arms.
3. Swivel/Tilt operation.
4. Tilt tension.
5. 5 star base with casters.
6. 1 piece back and seat with lumbar support.

ALL OFFERED FABRICS MUST MATCH EXISTING DEPARTMENT OF ENERGY STANDARDS FOR BOTH THE FORRESTAL AND GERMANTOWN LOCATIONS.



R O S E M O U N T
OFFICE SYSTEMS INC.

DEPARTMENT OF ENERGY
REQUEST FOR QUOTATION #DE-R001-00AD40559
Specification Compliance - Tuesday, April 18, 2000

1. Rosemount Office Systems offers a Lifetime Warranty which far exceeds the minimum 10 year warranty. See copy of Warranty within bid package.
2. Rosemount Office Systems Inc. fully complies with this requirement
3. Rosemount Office Systems Inc. fully complies with this requirement
4. All electrical components are UL approved. As this product offering is a Desking System, the electrical is installed in the work surfaces and meet all requirements including end caps.
5. Rosemount Office Systems Inc. fully complies with this requirement
6. Rosemount Office Systems Inc. fully complies with this requirement
7. Rosemount Office Systems Inc. fully complies with this requirement
8. Post formed edges are available as Custom
9. VELOCITY's metal construction is made of .078 thickness which is greater than the .075 that 14 gauge Steel consists of.
10. Rosemount Office Systems Inc. fully complies with this requirement
11. Rosemount can comply with the Government's color selection range of laminates and fabrics as referred to within the bid package.
12. Rosemount Office Systems Inc. fully complies with this requirement
13. Rosemount Office Systems Inc. fully complies with this requirement
14. Rosemount Office Systems Inc. fully complies with this requirement
15. Rosemount Office Systems Inc. fully complies with this requirement
16. Rosemount Office Systems Inc. fully complies with this requirement

469.4476
323.6440
469.5981

www.rosemount-office.com 5155 HAMBURG AVENUE
LAKEVILLE, MINNESOTA
55006-0035

PAGE 2
Specification Compliance
Tuesday, April 18, 2000

- 17. Cord access is an integral part of the VELOCITY system. If additional grommets are requested, we can accommodate this request for a minimal fee.
- 18. Rosemount Office Systems Inc. fully complies with this requirement
- 19. Rosemount Office Systems Inc. fully complies with this requirement
- 20. Rosemount Office Systems Inc. fully complies with this requirement
- 21. Rosemount Office Systems Inc. fully complies with this requirement
- 22. Rosemount Office Systems Inc. fully complies with this requirement
- 23. Rosemount does not anticipate restocking charges will be necessary as the information provided thus far indicates workstations will be ordered on a typical basis.
- 24. Rosemount Office Systems Inc. fully complies with this requirement
- 25. Rosemount Office Systems Inc. fully complies with this requirement
- 26. Andy McClain
 McClain Group Inc.
 4489 Forbes Boulevard
 Lanham, MD 20706
 (301) 918-4949
 Coreenc Lubeley
 Rosemount Office Systems Inc.
 21785 Hamburg Avenue
 Lakeville, MN 55068
 (952) 985-6294
- 27. Rosemount Office Systems Inc. fully complies with this requirement
- 28. If Rosemount Office Systems is awarded this BPA, we would be willing to stock a portion of the fabrics required. It would be beyond all manufacturer's control that fabric be available for 7-10 years. However, we could suggest DOE sign a separate contract with the supplier of fabrics if the 7-10 year requirement is critical and Rosemount Office Systems would be willing to assist with these negotiations.
- 29. Rosemount Office Systems Inc. fully complies with this requirement
- 30. Our Representative, Andy McClain, will be available to meet on a 24-hour notice.
- 31. Rosemount Office Systems Inc. fully complies with this requirement
- 32. Rosemount Office Systems Inc. fully complies with this requirement

PAGE 3
Specification Compliance
Tuesday, April 18, 2000

- 33. Rosemount Office Systems Inc. fully complies with this requirement
- 34. Rosemount Office Systems Inc. fully complies with this requirement
- 35. Rosemount Office Systems Inc. fully complies with this requirement

Print Name: Mary Roll
Title: Executive Vice President

Signature: M E Roll

ELECTRONIC PAYMENT CLAUSE

In accordance with FAR.52.232-33, Mandatory Information for Electronic Funds Transfer Payment, prior to submission of the first request for payment (invoice) under this order, the Contractor shall provide the information required to make payment by Electronic Funds Transfer (EFT) directly to the payment office at U.S. Department of Energy, Capital Accounting Center, Accounts Payable Division (CR-54), P.O. Box 500, Germantown, MD 20875-0500, (telephone number 301-903-4340). In addition, the Contractor shall provide the Taxpayer Identification Number (TIN) to the payment office. Copies of the Payment Information Form – ACH Vendor payment System and Request for Taxpayer Identification Number and Certification (Form W-9) are attached to this order.

PAYMENT INFORMATION FORM
ACH VENDOR PAYMENT SYSTEM

This form is used for ACH payments with an addendum record that carries payment-related information. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PAPER REDUCTION ACT STATEMENT

The information being collected on this form is required under the provision of 31 U. S. C. 3322 and 31 CFR 210. This information will be used by the U.S. Treasury Department to transmit payment data by electronic means to vendors' financial institutions. Failure to provide the required information may delay or prevent the receipt of payments through the Automated Clearing House (ACH) Payment System.

COMPANY INFORMATION		
Name:		
Taxpayer Identification Number (TIN):	DUNS No. (Optional):	
Address:		
Name of Contact:	Date:	Telephone Number:

AGENCY INFORMATION		
Name:		
U. S. Department of Energy, CR-54, Accounts Payable Division		
Address:		
P.O. Box 500		
Germantown, MD 20874-0500		
Name of Contact:	Date:	Telephone Number:
Christine Dolaway	October 1996	(301) 903-4056

FINANCIAL INSTITUTION INFORMATION		
Name:		
Address:		
Name of ACH Coordinator:	Date:	Telephone Number:
Nine Digit Routing Transit Number:		
Depositor's Account Title:		
Depositor's Account Number:		
Type of Account:		
CHECKING	SAVINGS	LOCKBOX
SIGNATURE AND TITLE OF REPRESENTATIVE:	Date:	Telephone Number