

Term Contract No. 425G

STATE OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION		
DIVISION OF PURCHASE AND CONTRACT		
116 West Jones Street, Raleigh, NC 27603-8002		
Term Contract	425G	Filing Cabinets, Vertical, Steel
Effective Dates	CONTRACT EXPIRED, WILL BE REBID	
Bid Number	501180	
Administrator	Dorothy Shaw	
Phone	(919) 807-4535	
Fax	(919) 807-4510	
E-Mail	dorothy.shaw@doa.nc.gov	
Last Updated	November 30, 2011	

1. General Information

This term contract is for Vertical Steel Filing Cabinets. It is awarded on an “intended use” basis by class. The classes are:

Class	Contractor/ Manufacturer	Intended Use
A	Steelcase NO LONGER AVAILABLE AS OF SEPTEMBER 4, 2009	Heavy Duty, Heavy Use - Where drawers are used 25 or more times per day with a weight of two pounds per linear inch for letter size and 3 pounds per linear inch for legal-size drawers. File cabinets to meet minimum steel gauge requirements in addition to performance requirements.
B	MacThrift Office Furniture (Allsteel)	Medium Duty, Medium Use - Where drawers are used 20 or more times per day with a weight of two pounds per linear inch for letter size 3 pounds per linear inch for legal-size drawers. File cabinets to meet minimum steel gauge requirements in addition to performance requirements.
C	MacThrift Office Furniture (Hon)	Light Duty, Light Use - Where drawers are used less than 20 times per day with a weight of two pounds per linear inch for letter size 3 pounds per linear inch for legal-size drawers. File cabinets have a smaller depth than those in classes A and B.

Performance: All users are requested to report in writing to the Purchase and Contract Division any serious problems encountered with the performance, quality, and workmanship of items or performance of the successful contractor to supply and properly warrant the cabinets herein listed.

Service: Service, for the purpose of this contract, shall include but not be limited to, deliveries, installations, assisting with expediting shipments, calling on State Agencies to discuss their requirements, acting as a consultant in helping to select styles, and making any recommendations which may be helpful to the agency.

All items listed herein meet the requirements of North Carolina Specification No. 7110-3, latest revision, and North Carolina Qualified Products List No. 7110-3, latest revision. Both documents can be viewed by accessing our home page at <http://www.ncpandc.gov> under Term Contracts.

Recycling/Sustainability: According to NC General Statute 143—58.2, “IT IS THE POLICY OF THIS STATE TO ENCOURAGE AND PROMOTE THE PURCHASE OF PRODUCTS WITH RECYCLED CONTENT”. Listed below is the recycled content for the vertical filing cabinets:

MacThrift Office Furniture	Filing Cabinets have a 10% Recycled Content Corrugated cardboard boxes contain 50% post consumer waste – 100% recyclable after use.
Steelcase	Filing Cabinets contain 29% Recycled Content, 3% post-consumer recycled content and are 96% recyclable after use.

2. Scope of Contract

The scope of this contract is limited to Steel Vertical Filing Cabinets designed to hold letter and legal size filing material. The contract does not cover all commercially available filing cabinets, only those generally used by State Offices, Schools, Agencies, etc. These requirements are based on general industry standards and are intended to provide high quality Steel Vertical Filing Cabinets that will withstand constant use for long periods.

This contract is intended to cover the State's normal requirements of Steel Vertical Filing Cabinets for use by all State Agencies, Departments, Institutions, Public School Units (except those exempted by statute) and certain Non-State Agencies.

3. Taxes

Prices or Discounts shown herein do not include any North Carolina sales or use taxes.

4. Abnormal Quantities

Any agency requirement that exceeds \$50,000.00 must be forwarded to the Division of Purchase and Contract for processing. The Division, at its sole discretion, may process any such requirement in one of the following ways:

1. Purchase may be authorized at the current level of pricing with the current contract vendor(s)
2. Additional discounts from the current level of pricing may be negotiated with the current contract vendor(s)
3. A separate Invitation for Bids may be issued for the requirement

5. Minimum Orders

This contract will be for a minimum order of one cabinet for any single order. Agencies are authorized to purchase from best available sources on orders less than this minimum order value. This provision shall not be used by an agency to circumvent the intent of the contract. If an agency elects to place an order for less than the minimum order value, then transportation charges will be prepaid and added to the invoice.

6. Placement of Orders

Orders will be placed throughout the contract period on an as-needed basis for the quantity required at the time, and will be issued directly to the respective contractor(s) or their designated suppliers. Contract changes, if any, over the life of the contract are implemented by contract addenda released by the Contract Administrator to the contractor. If the contractor is accepting orders and/or delivering through other parties, for example a manufacturer accepting orders and delivering through a dealer network or dealers receiving orders through a network of other dealers, then it is the responsibility of the contractor to apprise such parties of all such contract addenda.

7. Delivery

CONTRACTOR	MANUFACTURER	DELIVERY	DEDUCT FOR DROP SHOP
MacThrift Office Furniture	HON	21-30 Consecutive Days	None
MacThrift Office Furniture	Allsteel	21-30 Consecutive Days	None
Steelcase, Inc.	Steelcase	30 Consecutive Days	\$2.00 per Cabinet

Inside Delivery and set up are included in the bid prices. All filing cabinets will be delivered to the agency location, uncrated, assembled (if applicable) and set in place ready for agency to use in desired location as determined by agency personnel.

Agencies are cautioned to check carefully for concealed damage before signing for delivery and to note on delivery ticket any damage and report such to vendor.

In the event the delivery is not received within the contract delivery period, the contractor may be held in default in accordance with paragraph 1, DEFAULT AND PERFORMANCE BOND in the North Carolina General Contract Terms and

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Conditions, and the state may procure the articles or services from other sources and hold the contractor responsible for excess cost occasioned thereby.

8. Transportation Charges

All goods shall be delivered FOB any North Carolina DESTINATION with all transportation charges included in term contract prices.

Note! All shipments should be inspected for damage immediately upon receipt.

9. Item Pricing Information

9.A. Class A – File Cabinets, Steel, Vertical – Heavy Duty, Heavy Use

File cabinets in this category are intended for use in situations which require fully loaded cabinets to be opened and shut twenty-five or more times per day with a weight of two pounds per linear inch for letter size and three pounds per linear inch for legal size drawers. Locks shall be provided. Available in 2-drawer, 4-drawer, 5-drawer sizes; letter and legal. **Hanging File Frames are Included.**

Contractor	Steelcase
Manufacturer	Steelcase 1700 Series

Size/Description	Catalog Number	Colors (Specify)	Price
Two Drawer , Letter Size, With Lock Minimum Width 14-7/8", Height 29-3/8", Depth 30", Hanging File Frames are Included	1775L	7207 Black, 7225 Sand, 7236 Fog, 7237 Slate, 7238 Fieldstone, 7239 Midnight	NOT AVAILABLE
Two Drawer , Legal Size, With Lock Minimum Width 17-7/8", Height 29-3/8", Depth 30", Hanging File Frames are Included	1777L	7207 Black, 7225 Sand, 7236 Fog, 7237 Slate, 7238 Fieldstone, 7239 Midnight	NOT AVAILABLE
Four Drawer , Letter Size, With Lock Minimum Width 14-7/8", Height 52-3/8", Depth 28-9/16", Hanging File Frames are Included	1705L	7207 Black, 7225 Sand, 7236 Fog, 7237 Slate, 7238 Fieldstone, 7239 Midnight	NOT AVAILABLE
Four Drawer , Legal Size, With Lock Minimum Width 17-7/8", Height 52-3/8", Depth 28-9/16", Hanging File Frames are Included	1707L	7207 Black, 7225 Sand, 7236 Fog, 7237 Slate, 7238 Fieldstone, 7239 Midnight	NOT AVAILABLE
Five Drawer , Letter Size, With Lock Minimum Width 14-7/8", Height 58-5/8", Depth 28-9/16", Hanging File Frames are Included	1745L	7207 Black, 7225 Sand, 7236 Fog, 7237 Slate, 7238 Fieldstone, 7239 Midnight	NOT AVAILABLE
Five Drawer , Legal Size, With Lock Minimum Width 17-7/8", Height 58-5/8", Depth 28-9/16", Hanging File Frames are Included	1747L	7207 Black, 7225 Sand, 7236 Fog, 7237 Slate, 7238 Fieldstone, 7239 Midnight	NOT AVAILABLE

The balance of the Steelcase 1700 Series is available to agencies at a 58% discount off price list, Price List dated July 17, 2006 PL164 Plus 3%.

9.B. Class B – File Cabinets, Steel, Vertical – Medium Duty, Medium Use

File cabinets in this category are intended for use in situations which require cabinets to be opened and shut more than 20 times per day with a weight of two pounds per linear inch for letter size and three pounds per linear inch for legal size drawers. Locks shall be provided. Available in 2-drawer, 4-drawer, 5- drawer sizes; letter and legal. **Hanging File Frames are Not Needed.**

Contractor	MacThrift Office Furniture
Manufacturer	Allsteel A990 Series (formerly H290 Series)

Size/Description	Catalog Number	Colors (Specify)	Price
Two Drawer , Letter Size with Lock Minimum Width 15", Height 29", Depth 28-1/2", Hanging File Frames are Not Included.	A992 (formerly H292STD)	Muslin P4J, Warm Beige P05, Cloud Grey P06, Tan PRZ, Flint P02, Black P27, Parchment P93, Driftwood P01	\$192.00
Two Drawer , Legal Size, With Lock Minimum Width 18-1/4", Height 29", Depth 28-1/2", Hanging File Frames are Not Included.	A992C (formerly H292CSTD)	Muslin P4J, Warm Beige P05, Cloud Grey P06, Tan PRZ, Flint P02, Black P27, Parchment P93, Driftwood P01	\$220.00
Four Drawer , Letter Size, With Lock Minimum Width 15", Height 52-1/4", Depth 28-1/2", Hanging File Frames are Not Included	A994 (formerly H294STD)	Muslin P4J, Warm Beige P05, Cloud Grey P06, Tan PRZ, Flint P02, Black P27, Parchment P93, Driftwood P01	\$272.00
Four Drawer , Legal Size, With Lock Minimum Width 18-1/4", Height 52-1/4", Depth 28-1/2", Hanging File Frames are Not Included	A994C (formerly H294CSTD)	Muslin P4J, Warm Beige P05, Cloud Grey P06, Tan PRZ, Flint P02, Black P27, Parchment P93, Driftwood P01	\$297.00
Five Drawer , Letter Size, With Lock Minimum Width 15", Height 60-1/4", Depth 28-1/2", Hanging File Frames are Not Included	A995 (formerly H295STD)	Muslin P4J, Warm Beige P05, Cloud Grey P06, Tan PRZ, Flint P02, Black P27, Parchment P93, Driftwood P01	\$359.00
Five Drawer , Legal Size, With Lock Minimum Width 18-1/4", Height 60-1/4", Depth 28-1/2", Hanging File Frames are Not Included	A995C (formerly H295CSTD)	Muslin P4J, Warm Beige P05, Cloud Grey P06, Tan PRZ, Flint P02, Black P27, Parchment P93, Driftwood P01	\$398.00

The balance of the Allsteel A990 Series is available to agencies at a 50% discount off price list, Price List 2007 dated October 28 Plus 4-1/2%

9.C. Class C – File Cabinets, Steel, Vertical – Light Duty, Light Use

File cabinets in this category are intended for use in situations which require cabinets to be opened and shut less than twenty times per day with a weight of two pounds per linear inch for letter size and three pounds per linear inch for legal size drawers. Locks shall be provided. Light Duty File Cabinets have a smaller depth than those in Classes A and B. Available in 2-drawer, 4-drawer and 5-drawer sizes; letter and legal. **Hanging File Frames are Included.**

Contractor	MacThrift Office Furniture
Manufacturer	Hon 310 Series

Size/Description	Catalog Number	Colors (Specify)	Price
Two Drawer , Letter Size With Lock Minimum Width 15", Height 29", Depth 26-1/2", Hanging File Frames are Included	312P	Putty L, Dove Grey Q, Tan V, Charcoal S, Black P	\$159.21
Two Drawer , Legal Size, With Lock Minimum Width 18-1/4", Height 29", Depth 26-1/2", Hanging File Frames are Included	312CP	Putty L, Dove Grey Q, Tan V, Charcoal S, Black P	\$168.25
Four Drawer , Letter Size, With Lock Minimum Width 15", Height 52", Depth 26-1/2", Hanging File Frames are Included	314P	Putty L, Dove Grey Q, Tan V, Charcoal S, Black P	\$224.11
Four Drawer , Legal Size, With Lock Minimum Width 18-1/4", Height 52", Depth 26-1/2", Hanging File Frames are Included	314CP	Putty L, Dove Grey Q, Tan V, Charcoal S, Black P	\$249.05
Five Drawer , Letter Size, With Lock Minimum Width 15", Height 60", Depth 26-1/2", Hanging File Frames are Included	315P	Putty L, Dove Grey Q, Tan V, Charcoal S, Black P	\$293.66
Five Drawer , Legal Size, With Lock Minimum Width 18-1/4", Height 60", Depth 26-1/2", Hanging File Frames are Included	315CP	Putty L, Dove Grey Q, Tan V, Charcoal S, Black P	\$317.46
The balance of the HON 310 Series is available to agencies at a 50% discount off price list, List Pricer dated October 1, 2008.			

10. Price Lists and Catalogs

The successful contractor must furnish descriptive literature to any agency within seven (7) consecutive days after request of the agency. Failure to comply with these requirements may subject the contractor to removal from the contract.

11. Contractors

All known minority, women and disabled owned businesses, as well as disabled business enterprises and nonprofit work centers for the blind and severely disabled, including dealers, will be identified with "Minority owned" "Woman owned", "Disabled Owned", "DBE" or "BSD" as appropriate after the vendor number. This is being done in an effort to recognize these businesses and to encourage and promote their use to the greatest extent permitted by law.

When more than one supplier is listed for a particular item, selection should be made, whenever possible, from any of the groups identified above, consistent with agency needs and price considerations.

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Contractor Name/Fed ID	Address	City, State, Zip	Contact, Phone, Fax
Steelcase, Inc.	901-44 th Street, S.E.	Grand Rapids, MI 49508	Greg Dekker, Market Manager 616-247-2710 919-313-3701 Fax E-Mail: gdekker@steelcase.com
MacThrift Office Furniture	1323 Capital Blvd.	Raleigh NC 27603	Donna Barkley, Sales Rep. 800-955-2580 919-821-0462 Fax E-Mail: d.barkley@macthrift.com

ORDERS SHOULD BE SENT TO THE FOLLOWING DEALERS:

Orders for Class A Vertical Files (Steelcase) are to be placed with the dealers listed below. Please contact dealer nearest your location.			
Dealer Name/Fed ID For Class A Files	Address & E-Mail	City, State, Zip	Contact, Phone, Fax
Benton Office Products	301 Nash Street, West Ricky@cocentral.com	Wilson, NC 27893-3834	Ricky Suggs 252-237-6176 252-237-9316 Fax
Storr Office Environments - Triad	495A Gallimore Dairy Road jcouncilman@storr.com	Greensboro, NC 27409	Jeff Councilman 336-217-4500 336-217-4501 Fax
Contract Office Furnishings (M)	1023 West 14 th Street Ttrollinger@cofws.com	Winston-Salem, NC 27105-5811	Tom Trollinger 336-724-6912 336-722-2704 Fax
Corporate Resources	704-B Plaza Blvd. Corpres@goldsboronc.net	Kinston, NC 28501-1554	Craig Bowen 252-523-5164 252-523-3884 Fax
Ivan Allen Furniture Co.	1426 South Tryon Street Rodney.labelle@ivanallen.com	Charlotte, NC 28203-4238	Rodney Labelle 704-373-2250 704-374-9634 Fax
Office Environments Inc.	11415 Granite Street Dgraves@office-environments.com	Charlotte, NC 28273-6429	Dave Graves 704-714-7200 704-714-7400 Fax
Office Environments of Asheville	1070 Tunnel Road Sarah@oeasheville.com	Asheville, NC 28805-2014	Sarah Rosenbarger 828-299-3300 828-299-3046 Fax
Storr Office Environments Raleigh	10800 World Trade Blvd. Gewing@storr.com	Raleigh, NC 27617	Gloria Ewing 919-313-3700 919-313-3701 Fax
Taff Office Equipment Co.	569 South Evans Street	Greenville, NC 27834-3202	Chris Woelkers

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			252-752-2175
	Chris@taffco.com		252-758-1984 Fax
White Office Furniture	109 Hampton Street	Rock Hill, SC 29730-4509	Janice Smith
			803-328-1821
	Janicesmith@comporium.net		803-324-5207 Fax
Williams Office Environments	407 Ray Avenue	Fayetteville, NC 28301-4915	Lamar Williams
			910-483-0354
	Wmsoffeg@infi.net		910-483-4077 Fax

Orders for Classes B and C Vertical Files (MacThrift) are to be placed with the dealers listed below. Please contact dealer nearest your location.

Dealer Name/Fed ID For Class B & C Files	Address & E-Mail	City, State, Zip	Contact, Phone, Fax
MacThrift Office Furniture	1323 Capital Blvd.	Raleigh, NC 27603	Michelle Perkins
	m.perkins@macthrift.com		Donna Barkley
			800-955-2585
			919-821-0462 Fax
MacThrift Office Furniture	719 N. Regional Road	Greensboro, NC 27409	Kim Cockerham
			336-274-4661
	k.cockerham@macthrift.com		800-933-6967
			336-274-0185 Fax
MacThrift Office Furniture	1311 W. Arlington Blvd.	Greenville, NC 27858	Angel Waddell
			252-353-1103
	a.waddell@macthrift.com		800-745-8586
			252-353-4103 Fax
MacThrift Office Furniture	7217 Ogden Business Lane, Unit 115	Wilmington, NC 28403	Kelly Thompson
			800-722-8615
	k.Thompson@macthrift.com		910-332-0286
			910-332-0287 Fax
MacThrift Office Furniture	Waterford Center, 800 Clanton Rd., Suite H	Charlotte, NC 28217	Sherry Casuccio
			704-523-6220
	s.casuccio@macthrift.com		704-940-0539 Fax
MacThrift Office Furniture	4603 Hillsborough Road	Durham, NC 27705	Genie Fishel
			Amy Young
	g.fishel@macthrift.com		800-955-2585
			919-956-7499 Fax

11. Warranty

The contractor guarantees items offered to be free from any and all defects in material, packaging, and workmanship and agrees to replace defective items promptly at no charge to the State, for a period of 1 (one) year.

12. Substitutions

Substitutions are not permitted without prior approval of the Division of Purchase and Contract. Failure of the contractor to comply with this requirement may result in the removal of the contractor from the contract.

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13. Contract Addenda

Addendum 1	Effective Date: March 13, 2007 Price Increase – MacThrift (HON and Allsteel)
Addendum 2	Effective Date: March 28, 2007 Price Increase – Steelcase
Addendum 3	Effective Date: December 1, 2007 Price Increase – MacThrift (HON and Allsteel) Style Numbers changed for Allsteel A990 Series (formerly H290 Series) MacThrift – Federal ID Number Changed
Addendum 4	Effective Date: February 1, 2008 Contract Extended Until May 31, 2008
Addendum 5	Effective Date: May 30, 2008 Contract Extended Until August 31, 2008
Addendum 6	Effective Date: August 22, 2008 Contract Extended Until November 30, 2008
Addendum 7	Federal Tax ID Numbers removed August 28, 2008
Addendum 8	Effective Date: November 1, 2008 Price Increase – MacThrift (HON and Allsteel)
Addendum 9	Effective Date: November 30, 2008 Contract Extended Until February 1, 2009
Addendum 10	Effective Date: February 1, 2009 Contract Extended Until May 31, 2009
Addendum 11	CONTRACT WILL BE REBID WHEN QPL REVISED (Estimate August 31, 2009)
Addendum 12	Effective Date: August 26, 2009 Price Corrected for HON Item #314CP (Listed as \$349.05 in error – correct price \$249.05)
Addendum 13	Effective Date: September 4, 2009 Steelcase 1700 Series is NO LONGER AVAILABLE
Addendum 14	CONTRACT EXPIRED, WILL BE REBID
Addendum 15	Change contract administrator: Dorothy Shaw