

Acceptance Document
Section 3: OEM Mandatory Minimum Requirements

RFP TO11013

Manufacturer: Allsteel Inc.
Authorized Representative: Cristel Hutchinson

INSTRUCTIONS:

The following are mandatory minimum requirements that correspond to Section 3 OEM Mandatory Minimum Requirements. A Y (Yes) or N (No) answer must be provided in column B for each line item. Any N (No) answer will disqualify your firm's proposal from further consideration. If Y/N column is highlighted in grey, no response is required. In column C indicate the page number within the proposal where information regarding compliance can be verified. If Column C is highlighted grey, no further information is required. Section 3.1 General Information of the RFP document contains instructions.

Section 3: Mandatory Minimum Requirements	Y/N	Provide the specific location (page number) within the proposal where information can be verified.
3.2 Product Offering		
All products offered must be new. Used, shopworn, refurbished, demonstrator, prototype, or discontinued models are not acceptable.	Y	
3.3 Website		
The Contracted Supplier(s) must maintain a contract website for each participating entity. The purpose of this website is to inform end users of the individual state programs under any subsequent Participating Addendum. Such Contract Websites shall, at a minimum, contain:	Y	
a. Product offerings and options, limited to the products and approved by each participating entity through their Participating Addendum.	Y	
b. A list of authorized dealers within the Participating States that are authorized to service the Contract.	Y	
3.4 Warranty		
The OEM shall, at a minimum, warrant the office furniture products and materials (excluding fabric) offered under this Master Agreement as defined below.		
a. Systems Furniture - 10 years	Y	
b. Seating - 10 years	Y	
c. Desk/Tables - 10 years	Y	

<p>d. Filing, Storage and Case Goods -10 years</p>	<p>Y</p>	
<p>e. Products (including parts and components) that fail under normal use as a result of a defect in design, materials, workmanship, or installation shall be repaired or replaced free of charge (including labor, delivery, and installation) throughout the warranty period.</p>	<p>Y</p>	
<p>f. Products that require warranty repair or replacement must be repaired or replaced within a reasonable time frame, or within a time frame that is agreed to in writing by the participating entity. This process is to ensure sufficient lead time for ordering warranty parts, components or products during the entire warranty period.</p>	<p>Y</p>	
<p>3.5 Geographic Coverage and Current Contracts - Complete Section 3 Supplement Tab</p>		
<p>Your company shall provide one or more of the product categories and services listed in Section 1.1 to all participating States listed in Section 1.29. You may only exclude a State if you currently do not have Authorized Dealer coverage for that State. A request may be made by a Contracted Supplier to update (additions/deletions) an Authorized Dealer list after award. The following information must be provided on TO11013 Appendix C Acceptance Document Section 3 and Section 3 Supplement as applicable:</p>		<p>Complete Section 3 Supplement Tab</p>
<p>a. Your firm's geographic coverage information must be provided in Section 3 Supplement - 3.5 Geographic Coverage by listing each State and clicking the checkbox for each category provided to that State.</p>		<p>Complete Section 3 Supplement Tab</p>
<p>b. A listing of your firm's current government contracts for the provision of Office Furniture must be provided in Section 3 Supplement - 3.5 Government Contracts.</p>		<p>Complete Section 3 Supplement Tab</p>
<p>3.6 Insurance Requirement</p> <p>Within 10 days of contract award, the Contracted Supplier must submit proof of certificate of insurance that meets the requirements stated in 3.6 Insurance Requirement or the Participating States requirements.</p>	<p>Y</p>	
<p>3.7 Delivery</p> <p>a. The Contracted Supplier or its Authorized Dealer must be able to offer the following delivery methods. Delivery pricing and fees will be negotiated in the participating addendum process.</p>	<p>Y</p>	
<ul style="list-style-type: none"> • Drop Ship - Products will be delivered by a common carrier to a dock. 	<p>Y</p>	
<ul style="list-style-type: none"> • 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. 	<p>Y</p>	
<ul style="list-style-type: none"> • Installation - Products will be delivered, unloaded, and assembled according to design plan and to a move-in ready condition incorporating 3.13 Installation of Product requirements. 	<p>Y</p>	

	Y	b. Delivery of goods shall be made to any location specified on the purchase order. This could include multiple delivery locations on one purchase order. These locations may include, but are not limited to, standard office buildings, high-rise office buildings, receiving docks, and staging areas.
	Y	c. It shall be the responsibility of the Contracted Supplier or its Authorized Dealer to offer the services required to deliver, unload, uncrate, and assemble items ordered from any product category offered.
	Y	d. The Contracted Supplier or its Authorized Dealer is responsible for the removal of all packaging materials from the job site on a daily basis. Dumpster and trash receptacles that belong to the purchasing entity for the participating State shall not be used.
	Y	e. Under no circumstances will Purchasing Entity personnel assist with unloading product.
	Y	f. The Purchasing Entities may elect to accept partial deliveries, however, final payment will not be made until all products have been received and accepted.
	Y	g. The Contracted Supplier or its Authorized Dealer is responsible for storage of product(s) prior to the delivery and installation date as established on the purchase order.
	Y	h. Emergency or rush deliveries requested by the Purchasing Entity that require special shipping and handling charges may be at the Purchasing Entity's expense, but only with prior written approval from the Purchasing Entity. Emergency or rush shipping charges shall be added to an invoice as a separate line item.
	Y	i. In the event emergency or rush delivery is required as the result of an OEM or Authorized Dealer's error, all shipping and handling charges shall be paid by the Contracted Supplier including all charges for shipping and handling to Alaska and Hawaii.
	Y	j. The acceptance of delivery with or without objection shall not waive the right to claim damage for breach nor constitute a waiver of requirements for timely delivery or performance of any actions that shall remain the obligation of the Contracted Supplier or Authorized Dealer. Unless otherwise stated in the participating addendum or project agreement, if delivery is delayed more than ten (10) calendar days beyond the delivery terms, the purchasing entity may impose a penalty equal to 3% of total project cost per week (Monday through Friday business week) for every week the delivery is delayed, assessed on the first day of each week. This penalty may be imposed at the discretion of the purchasing entity, but does not preclude the Purchasing Entity from compensation from the Contracted Supplier or Authorized Dealer for other expenses or penalties caused by the late delivery.
3.8 Damage/Incorrect Product		

<p>a. Damaged or Incorrect Product shall be reported to the Contracted Supplier or their Authorized Dealer by the Purchasing Entity within a reasonable time frame after the damage is noticed.</p>	Y	
<p>b. The Contracted Supplier or their Authorized Dealer is responsible for pick-up and repair or replacement of all damaged goods within a reasonable time frame acceptable to the Purchasing Entity.</p>	Y	
<p>c. The Contracted Supplier or their Authorized Dealer shall bear all risk of loss or damage with respect to returned products except for loss or damage directly attributable to the negligence of the Purchasing Entity.</p>	Y	
<p>d. The Contracted Supplier or their Authorized Dealer is responsible for filing all claims for damage with carriers or other responsible parties in a timely manner. (Reference section 1.21 Freight Terms above)</p>	Y	
<p>e. The Contracted Supplier or their Authorized Dealer is required to keep the Purchasing Entities informed of the replacement process and delivery date for any and all replacement orders.</p>	Y	
<p>f. The Purchasing Entity will not be charged a re-stock fee for any returns due to a Contracted Supplier error.</p>	Y	
<p>g. In the event that a Purchasing Entity does not accept product due to damages or shipment error as described above, no Purchasing Entity, including Alaska or Hawaii shall pay additional shipping and handling charges for the shipment of replacement products.</p>	Y	
<p>3.9 Product Manuals</p>		
<p>Upon request, an owner's manual shall be supplied for all procured products. Manuals may be available via the Contracted Supplier's website. The manual shall contain complete assembly and disassembly instructions including all necessary parts lists and diagrams.</p>	Y	
<p>3.10 Contract Administrator and Usage Report Administrator - Complete Section 3 Supplement Tab</p>		
<p>The Contracted Supplier shall provide a dedicated Contract Administrator to manage compliance with the scope and terms and conditions for this contract. The following Information, at a minimum, regarding the Contract Administrator shall be provided:</p>	Y	Complete Section 3 Supplement Tab
<p>3.11 Customer Service</p>		
<p>a. Administrator's number of years experience in the office furniture industry.</p>	Y	Complete Section 3 Supplement Tab
<p>b. Confirmation that the OEM Contract Administrator has authority to enforce the scope of work and terms and conditions of the resulting contract.</p>	Y	Complete Section 3 Supplement Tab
<p>The Contracted Supplier shall also provide a Usage Report Administrator responsible for the quarterly sales reporting described in Section 1.13 Usage Reporting Requirement.</p>		Complete Section 3 Supplement Tab
<p>3.11 Customer Service</p>		
<p>a. The Contracted Supplier or Authorized Dealer must have one lead representative for each entity that executes a Participating Addendum. Contact information shall be kept current.</p>	Y	

b. Customer Service Representative(s) must be available by phone or email at a minimum, from 8AM to 5PM on Monday through Friday for the applicable time zones.	Y	
c. Customer Service Representative will respond to inquiries within one business day.	Y	
d. The Contracted Supplier or Authorized Dealer must provide design services for the applicable categories.	Y	
e. The Contracted Supplier or authorized dealer must provide Installation Services for the applicable categories.	Y	
f. Purchasing entities shall have the option of ordering through the OEM direct or through the authorized dealer network.	Y	
3.12 Installation		
The Contracted Supplier or Authorized Dealer shall take precautions during the installation of any product not to damage the premises or the property of the Purchasing Entity. If damages do occur as a result of operations under this contract, the Contracted Supplier or Authorized Dealer is responsible for ensuring that the affected area/item(s) are returned/restored to the original condition, or the Contracted Supplier or Authorized Dealer shall make restitution, as agreed upon by the parties.	Y	
General:		
a. The Contracted Supplier or Authorized Dealer shall be fully responsible for the assembly team and the supervision of the team.	Y	
b. The Contracted Supplier or Authorized Dealer is responsible for ordering any missing, damaged, or incorrect items upon discovery.	Y	
c. The Purchasing Entity shall incur no additional charges as a result of the Contracted Supplier or Authorized Dealer's error.	Y	
d. The Purchasing Entity reserves the right to hire or make arrangements for additional cleaning personnel if the Contracted Supplier is not able to properly clean and ready the site for occupation by the designated move in date.	Y	
e. The cost of additional cleaning shall be fully reimbursed by the Contracted Supplier or Authorized Dealer.	Y	
Specific to Systems Furniture and Accessories:		
a. The Contracted Supplier or Authorized Dealer must offer Design Services as described in Section 3.13.	Y	
b. The Contracted Supplier or Authorized Dealer must work cooperatively with the Purchasing Entity and participate in the final walk-through inspection and provide a punch out checklist if requested.	Y	
c. The punch out written checklist shall be a listing of any missing, incorrect, or damaged items.	Y	
d. The Contracted Supplier or Authorized Dealer is responsible to ensure that a final cleaning will be completed prior to the final walk-through and shall include a wet wipe down of all surfaces, vacuuming of carpet or broom sweeping of solid surface flooring, and any other cleaning required for the work stations to be in move-in condition.	Y	

Specific to Seating:			
a. The Contracted Supplier or Authorized Dealer shall be fully responsible for the assembly of the product. Installed items must be fully assembled and ready for use within the agreed upon timeframe of the Purchasing Entity.	Y		
b. The Contracted Supplier or Authorized Dealer is responsible for ensuring that a final cleaning will be completed prior to the final walk-through and acceptance of the seating items.	Y		
Specific to Desks, Tables, Filing, Storage and Case Goods:			
a. The Contracted Supplier or Authorized Dealer must offer Design Services as described in Section 3.13.	Y		
b. The Contracted Supplier or Authorized Dealer shall be fully responsible for the assembly of installed product. Installed product must be fully assembled and ready for use within the agreed upon timeframe of the Purchasing Entity.	Y		
c. The Contracted Supplier or Authorized Dealer must place all desk, tables, filing, storage and case goods in the location designated by the Design Plan or Purchasing Entity.	Y		
d. The Contracted Supplier or Authorized Dealer is responsible to ensure that a final cleaning will be completed prior to the final walk-through and acceptance of all purchased items.	Y		
3.13 Design Services			
OEM shall provide, if offering open office panel systems, through their Authorized Dealer network, to all purchasing entities, all design, reconfiguration, and layout services at a contracted hourly rate for each State. The contracted hourly rate for these services will be negotiated during the Participating Addendum process.	Y		
a. Fabric, paint, and finishes shall be available electronically and incorporated in CAD drawings to aid in the selection process. The accuracy of all facility dimensions, obstructions, and attributes shall be the responsibility of the OEM's Authorized Dealer for each Participating State.	Y		
b. The OEM Authorized Dealer network shall be responsible for overages, shortages or all other ordering errors resulting from orders based on the design work completed by the OEM's Authorized Dealer. Approval of design work by the Purchasing Entity does not constitute responsibility for the OEM's Authorized Dealer design or ordering process.	Y		
c. If the OEM's Authorized Dealer for each Participating State is found to have designed and specified a new furniture installation which does not fit properly due to inaccurate floor plans, it shall be the OEM's Authorized Dealer for each Participating State's responsibility (financially and logistically) to resolve the matter to the Purchasing Entity's satisfaction. No payment shall be made until the issue is fully resolved and approved by the Purchasing Entity's project manager for any Participating State.	Y		

<p>d. The OEM's Authorized Dealer for each Participating State shall provide an installation plan showing in detail, the position of all new furniture products, wall heights, colors, types of panels, and voice/data outlets. The Purchasing Entity's project manager for any Participating State shall approve, in writing, the final plan.</p>	<p>Y</p>	
<p>e. The OEM's Authorized Dealer shall be responsible for all plans and their review for correct product application and stability. The OEM's Authorized Dealer is responsible to notify the Purchasing Entity's project manager immediately of any deviations or inconsistencies with product capabilities, including unusual assembly requirements.</p>	<p>Y</p>	
<p>f. The OEM's Authorized Dealer is responsible for accurately specifying all necessary products including parts, components, connectors, fillers, trim pieces, and other items in the plan and on the component list. If parts are missing at assembly time, the OEM's Authorized Dealer is responsible for the quick shipment (within 48 hours) of the missing parts.</p>	<p>Y</p>	

4.2 WARRANTY

- a. To what extent does the manufacturer's standard warranty for each product category exceed the minimum warranty requirement stated in Section 3.4 Warranty?

Allsteel provides a "Lifetime Warranty" on all of our product lines. We warrant our products to be free from defects in material and workmanship for as long as the original purchaser owns them. Our dealer partners are committed to providing labor required to repair or replace warranty items at no charge to the customer. This commitment is included in our Dealer Agreements which are renewed each year. Allsteel's standard warranty for laminates is 5 years; however, we have included a letter with our warranty document extending this to the 10 years as required in the bid document.

- b. Describe how access to warranty documents or warranty information is made available to a participating entity.

Allsteel makes warranty easy by providing its "Lifetime Warranty" on all of its products and lists this information in one single document. A copy of this document will be provided to each Participating Entity.

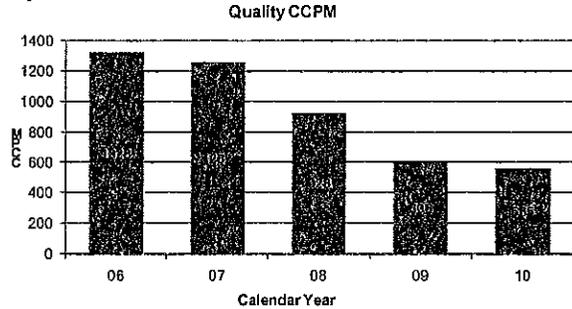
There are two easy ways to access warranty information. The first is through your local Allsteel dealer. As our servicing partners, Authorized dealers have access to all purchases made under the WSCA contract and can easily assist each Participating Entity with all warranty work. The second is directly through Allsteel Customer Support. Each Allsteel product is shipped with a bar code containing specific product information such as model number and finishes along with an 800 number. This number will link participating entities directly to our corporate office. Through this serial number, our representatives can provide information specific to the product in question.

- c. Provide the number of claims filed for each of the following product categories listed for calendar year 2010.

- Systems Furniture
- Seating
- Desk/Tables
- Filing, Storage and Case Goods

Annual number of claims by product line is considered proprietary information; however, we do track and publish our Customer Complaints per Million parts shipped (CCPM). We have

provided our latest quality metric showing the decline in customer complaints over the last five years.



Customer Complaints per Million (CCPM)

This important metric is part of our Rapid Continuous Improvement process. We strive each year to achieve our goal of a 10% reduction in CCPM rate.

- d. Describe your firm's policy in regards to how the warranty applies to products that have been discontinued.

Regardless of whether or not the product is discontinued, Allsteel shall repair or replace with comparable product (at Allsteel's discretion), free of charge, any Allsteel product or component that fails under normal commercial office use. Please review the provide copy of our standard warranty for further details.

- e. To what extent beyond five years or the warranty expiration period as defined in section 3.4 are parts and components available for products that have been discontinued?

Allsteel is committed to providing furniture that incorporates purposeful design and ongoing product compatibility. As a result of this commitment, Allsteel will provide parts and components to the original owner for the useful life of the product. We are committed to ongoing product compatibility into the foreseeable future.

Over time, fabrics and finishes can go out of style, because these items are largely sourced from other vendors, it is difficult for us to guarantee ongoing availability. However, if a fabric or finish is discontinued from our offering, we will continue to provide the material as a COM (customer's own material) as long as it is available from our supplier.

Please review the provide copy of our standard warranty for further details.

Lifetime Warranty

Allsteel Inc. warrants its products to be free from defects in material and workmanship for as long as the original purchaser owns them.

Allsteel shall repair or replace with comparable product (at Allsteel's discretion), free of charge, any Allsteel product or component manufactured after August 29, 2010, that fails under normal commercial office use.

This warranty is subject to the following provisions:

Some natural variations occurring in wood, leather, or other natural materials are inherent to their character and not considered defects. Allsteel does not warrant the colorfastness or matching of colors, grains, or textures of these materials. Additionally, a Customer's Own Material (COM) selected by, and used at the request of, a user is not warranted.

The materials and components listed below are covered according to the following schedule from the date of sale:

- Wood products and electrical components (lamps and ballasts are not covered) – 12 Years.
- Seating controls, wood seating, glides, pneumatic cylinders, casters and polymer-based components, stacking chairs, foam, and Sum® AutoFit® technology – 10 Years.
- User-adjustable worksurface mechanisms, tablet arm mechanisms, panel and seating upholstery fabrics, Scout® mesh, laminates, and other covering materials – 5 Years.
- #19®, Acuity®, Sum, Relate®, Trooper® asynchronous and synchro-tilt models, and Scout, Seek™, and Inspire™ are warranted for multiple shifts and users up to 300 lbs. All other Allsteel chairs and components are warranted for single-shift, 40-hour workweek usage.

- #19 chair, including components and material, is warranted for as long as the original purchaser owns the chair.
- Acuity, Relate, #19, and Seek mesh/ carriers are considered structural chair components and as such are warranted for as long as the original purchaser owns the chair.
- Reed™ LED Undercabinet Light – fixtures warranted for 3 years, power supply for 1 year.
- Link™ LED Lighting – 5 years.

This warranty does not apply to:

- Normal wear and tear over the course of ownership
- Modifications or attachments to the product not approved by Allsteel
- Products not installed, used, or maintained in accordance with product instructions and warnings
- Products used for rental purposes
- Damage caused by the carrier in-transit, which is handled under separate terms

TO THE EXTENT ALLOWED BY LAW, ALLSTEEL MAKES NO OTHER WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALLSTEEL WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.

This warranty applies only to products sold within the United States of America and the Commonwealth of Canada.

Your Allsteel Dealer is our mutual partner in supporting your warranty requests. To obtain service under this warranty please contact your Allsteel Dealer.

Allsteel

Allsteel Inc.
Muscatine, Iowa 52761-5257
allsteeloffice.com

©2010 Allsteel Inc.
Acuity, Allsteel, AutoFit,
#19, Relate, Scout, Sum
and Trooper are registered
trademarks and Inspire,
Link, Reed and Seek are
trademarks

4.3 WEBSITE

- a. Is your firm prepared and capable of providing a dedicated website for each entity that executes a participating addendum?

Allsteel is prepared and capable of providing a dedicated website for each entity that executes a participating addendum. We currently provide this capability for other states and have experience providing multiple levels of capabilities around personalized websites.

- b. If a website is available, describe in detail the features, benefits and capabilities the website offers.

Allsteel can provide personalized websites with varying levels of capabilities depending on requirements. We currently create and maintain websites in the public realm for several states. Each open, dedicated URL will provide the contract-related content approved by the state which can include ordering instructions, authorized servicing dealers, contact information, published price lists, discount matrices, product images, as well as environmental information like certifications and recycled content. The product content can be limited to products and options approved by each Participating Entity. We will work with each state to determine any additional content needs and will post content to the site as defined during the requirements gathering process for the public site.

If further functionality is deemed as beneficial to the state, Allsteel manages a technology platform that can also provide a secure, dedicated site for each state that offers additional benefits of online catalogs, e-procurement, and asset management. Allsteel's customer web portal (Account Portal) system is a web-based tool that can be customized to the needs of each state. Similar to the personalized public-facing state sites, the intent of the secure portal is to be the central source of information relating to accounts/contracts but provides additional functionality around projects, orders, and furniture assets. The online Account Portal includes a standards catalog allows you to choose the furniture, accessories, and options that work best for the organization while maintaining control of the furniture offering that is available to all locations. One of the benefits

of utilizing this technology is that it provides consistency in furniture across many locations or departments. The tool will allow users to access product information, model numbers, images, and product details, and the flexible catalogs can be organized based on your requirements. The Account Portal also includes an online Resource Center. The online Resource Center provides a library to store a variety of information, from project files to product imagery to contacts. Our goal is to make it easy to find the information you need when you need it. The portal also provides e-Procurement capabilities to create efficiencies in the ordering process. The user can browse the product catalogs to load into a shopping cart which can be integrated into the customer's procurement system. The system also supports a quote workflow for posting and transferring of quote information to the customer. The Inventory/Asset Management application is also integrated into the online portal and allows you to view the inventory you have in storage and make decisions to achieve a better return on the warehoused assets. As items are warehoused, they are entered into the database which provides the user with an immediate view of the product available for reuse. The tool also has functionality to compare existing customer inventory to workstation typical files to determine missing components to order reducing unnecessary spend on new product. Finally, reporting and metrics can be provided within the customer portal. A needs assessment will be used to determine the reports that fulfill the customer requirements. We will work with each state to determine the requirements of each site and any associated costs of implementing the Account Portal if required.

- c. To what extent does your website provide detailed information on product offering, color and fabric options, pricing, and product compatibility?

The websites will provide detailed information on the products approved by each participating entity. The public sites will have embedded content for each approved product line to include brochures, product descriptions, published pricing, discount matrices or calculations, imagery, and environmental information like certifications and recycled content. There will be a link to fabric options that includes digital swatches and pertinent fabric information. Detailed information around

SECTION 4: OEM EVALUATION QUALIFICATIONS

BID TO11013

product compatibility can also be added as required.

- d. Does the website provide the ability to search authorized dealers in the geographic area of each participating entity?

The websites, whether the secured or public version is chosen, will provide lists of authorized dealers within the geographic area of each participating entity.

4.4 CUSTOMER SERVICE

- a. Describe in detail how the firm proposes to provide satisfactory product representation and sales support to participating entities and how will the participating entity be notified of changes to the representative contact information.

Due to the complexities of a multi-state contract, Allsteel will provide a multi-layer support model. The WSCA contract will be assigned a Government Account Executive (GAE) responsible for the overall management of product representation and sales support, and will be the primary point of contact for the Western States Contracting Alliance (WSCA). Each state will have a local Market Manager for day to day support to both the end users and our servicing dealers. The GAE will coordinate with each Market Manager to insure that all updates to both product and representation are communicated to each Participating Entity. This Market Manager will work with all participating dealers to insure that they have the necessary contract information and product knowledge to successfully satisfy each Participating Entity's needs. Key dealer resources will consist of project managers, designers, and certified installers. Allsteel will complement this effort with a dedicated customer support team in our corporate office.

- b. To what extent are your firm's service centers open beyond the minimums described in section 3.11?

In addition to our standard customer support hours, we accept emails and orders 24 hours a day and commit to respond to all inquiries within 4 hours of receipt during our normal business hours. Our electronic order entry system allows orders to be placed 24 hours a day, seven days a week.

If a situation arises where assistance is needed off-hours, your Government Account Executive, Market Manager or Dealer Representative is available via email or phone.

- c. Describe the ordering options available including OEM direct, authorized dealer network, and website ordering.

Allsteel can support orders received directly from the state, through our dealer network and through a web-based ordering system.

DIRECT: Our EDI capabilities support the X12 standards for many different document types. The primary transport mechanism used for these

types of documents is a VAN (Value Added Network). In addition to using a VAN, we have several other transport mechanisms in place, including the ability to import files (XML and SIF) through an online web application. Allsteel will support electronic orders from Ariba as well as provide the potential to support other procurement systems, if needed. We look forward to reviewing system requirements with you at your request.

Other direct order options include fax and email. Your dedicated customer support team will enter these orders into our system upon receipt and in turn provide you with confirmation. We accept credit and P-cards at time of order entry; however, we will not process until the product ships. Standard Invoicing can also be paid by credit cards or EFT, wiring information is included on each invoice.

DEALER: Orders can be placed with your local Allsteel dealers. Our dealers enter orders electronically through a web-based Synergy program. This program allows the dealers to check on account information including order status, and delivery dates for real time data.

ONLINE: Allsteel's online portal is capable of interfacing with e-ordering tools. We can support the following EDI documents: 850 Order; 855 Acknowledgement; 856 Shipment Notification; and 810 Invoicing. Allsteel can also support XML standards for order data transmission. In addition, we can provide a punch-out function from State systems using cXML. Our team will work with each Participating Entity on any custom interfaces.

- d. Describe the process that will be used to ensure that a Customer Service Representative will respond to all inquiries within one business day.

Our goal is to respond to any email or voicemail within 4 hours. All incoming calls and emails are automatically routed to the next available customer support member. We measure the wait time for each call as well as the time it takes to resolve an issue. These very important metrics are reviewed weekly to insure we are meeting our 4 hour response goal. If an issue is unresolved in 24 hours, it is placed on a 'hot sheet' that is elevated to a customer support manager.

- e. Describe the design and installation services available through your dealer network.

Allsteel dealers pride themselves on great service and the professionalism of their

employees. You will find sales professionals that understand our products and who can find the best solution for your furniture requirements; licensed interior designers who know your local codes and who can assist you in meeting your design needs; certified installers that will complete the job professionally and provide a move in ready space; and business owners who will be involved in the process from beginning to end.

- Professionally trained project management
- Warehousing/distribution coordination
- Consistent reporting, including schedules, and status reports, tailored to your requirements
- Refurbish, reupholster, repainting coordination
- Forward thinking design and consultation
- Knowledgeable and timely consultation on reconfiguration requirements
- Flexible accommodation of changes and revisions with the least impact on original
- Professional cooperative interface with your key points of contact such as third party consultants, architects or contractors.
- A detailed scope of work for AutoCad design/layout services
- Communication and education of the full range of furniture choices, colors, etc
- Accurate and complete product specifications, counts and pricing
- A thorough analysis of project conditions, including goals, scope of work and project expectations with action plan
- Written project schedule with all critical dates
- Comprehensive site/conditions review, including logistics, critical field dimensions, building procedures, advise client of existing or potential site concerns
- Readily available consultation on Ergonomics and furniture related technical issues (voice/data, cabling, codes, electrical, etc)
- Informed single point of contact supervision for all contract furniture and services, coordination with project subcontractors and participation at project meetings.
- Thorough detailed project documentation and administration of all project paperwork, including quotations, acknowledgements and invoicing, in a timely manner.
- Advance notice of site deliveries & compliance with building delivery requirements
- On site supervision whenever on site work is occurring insuring technical quality.
- Minimal interference with your operations and minimal loss of productivity during service or installations

- f. Describe in detail the process that your firm utilizes to track and respond to issues and concerns from both your Authorized Dealers and the purchasing entity.

How an issue or concern is addressed is an important part of our culture. Most issues or concerns from customers and dealers are associated with either product (defects, damages, delivery etc) or service (response time, installation, etc). Product issues are managed through your dedicated customer support team. Issues are documented in a database system that records the necessary details such as model, customer, and issue information. This generates a Corrective Action Report, assigns a 'champion', and is funneled to the appropriate department for resolution. This could be as simple as entering a replacement order immediately or a more complex issue may result in a request for an Allsteel Field Service Engineering to be dispatched to the site. Every action taken to resolve the issue is logged in the system and tracked until the issue is resolved to the customer's satisfaction. Allsteel doesn't stop the process there; we consider every issue an opportunity to improve. All Corrective Action Reports are reviewed by our Quality Teams to establish the root cause. We use this information to improve our processes and correct any deficiencies found.

Allsteel tracks each product using a unique barcode serial number that ties to a production date and time including all of the original sales history. Barcode labels provide for a permanent record of order critical data and are readable in Asset Management systems. This information facilitates add-on orders, tracking repairs as well as utilization of Allsteel's Lifetime warranty on products. Data captured through the use of serialized products is made available for client use in xls/csv format.

- g. Describe your return and restocking policy and procedure when the purchasing entity orders in error.

When requesting a product return for a Participating Entity ordering error, please contact the local Servicing Partner in advance for a formal Return Authorization. Upon approval, products are returned by the Participating Entity prepaid, and are subject to a restocking fee of up to 45% of the purchase price. If an item is shipped incorrectly by Allsteel as the result of an error by Allsteel or the local Servicing Partner, we will make the correction promptly without financial penalty.

4.5 DELIVERY

- a. Describe in detail how your firm processes emergency or rush deliveries that are requested by a Purchasing Entity.

Allsteel's expedite process is part of our disciplined process control standard work. Having a clearly defined process—who, what, when and how—provides a solid service foundation on which our Dealers can provide the best service possible to each Participating Entity. To that end, our order expediting process includes these steps:

- Expedite request, either to an Authorized Dealer or Allsteel Customer Support
- Detailed information is required such as product, model number, finish, and required delivery date.
- Details on who, what, and why the request
- Allsteel processes the request and will provide any additional cost associated with the expedite such as:
 1. Carrier charge-backs
 2. Overnight costs for raw materials or delivery to site
 3. Supplier charge-backs due to interruption in their production schedules

Allsteel assesses an expedite fee of 5% of list to each expedited order, with a minimum charge of \$75.00, whether product or parts, to cover internal costs for the expedited order. This cost will be applied if the lead time request for the expedited order is shorter than the agreed upon lead time. Majority of expedites can be produced to ship within 48 hours of receipt. Express Solutions: Same discounts apply, plus addition of 2.5% list surcharge, non-discountable.

- b. Describe in detail the standard lead time for shipping for each of the shipping methods defined in section 3.7 of this RFP.

Allsteel and our dealer-partners are committed to responsive service and we back up this commitment with what are, quite possibly, the shortest standard manufacturing lead times in the industry. Just as important, we deliver orders complete and on time, and engage dealer-partners that understand the importance of timely service. Allsteel's average lead time is 3 - 5 weeks; non-wood and standard fabrics on the 3 week end and veneer/COM products on the 5 week side.

- Actual transport time is based upon miles from manufacturing point to delivery site. FMCSA (Parent agency - DOT) regulates the

number of hours a single driver can log per day, 11-hours driving limit. Transport time remains the same regardless of shipping method noted in section 3.7. The variable is size of the shipment, full truckload verses LTL (less than full load) and on the location of the delivery.

- For larger products where a single order will fill a truck, transport time will be determined by distance. Allsteel will schedule the delivery on the date and specific time requested by the Participating Entity. We manage the manufacturing process to allow for the number of transport days. Installation begins when the truck is received.
- Smaller orders (LTL) are grouped by region and delivered on a "lane date" which reduces transportation costs and our carbon footprint. Drop shipments and inside delivery shipments will be made on the lane date. Again, actual transport time will depend on distance. LTL transport can add from 1 day to 1 week lead time.
- Installed orders will be delivered to the servicing dealer on the lane date. Knowing the exact day product will arrive each week allows our dealers to plan installations in advance of receipt of product.
- As Allsteel and our partners learn more about the requirements of each Participating Entity, we fully expect to provide lead times that will meet the specific needs and expectations.

The Allsteel delivery model is unequalled for on-time delivery performance. Allsteel uses a measurement called Complete and On-time (COT) to assess delivery performance. Production schedules are measured in daily increments, which allows for increased flexibility in meeting customer requirements. Shipping schedules are measured in hourly increments based on the dispatch time.

The industry standard for on time performance is to measure in weekly increments. This approach overlooks daily performance failures, and disguises the true impact to the client. Allsteel raises the bar by measuring in daily and even hourly increments. The Allsteel complete and on-time percentage (COT) currently averages over 98%, with many of the non-performance issues being customer-related (building not ready, no appointment available, etc.) All orders are FOB Destination, freight paid by operating company (Allsteel Inc.) to one destination within the continental US (CONUS). It is expected that we provide driver assist to dock, however, the deliveries are "tailgate".

4.7 AUTHORIZED DEALER RELATIONSHIPS

- a. Briefly describe what your firm requires from potential dealers to become an "Authorized Dealer". Provide an Authorized Dealer List on TO11013 Appendix C Acceptance Document Section 4 Supplement in the format provided.

The criteria used to select a dealer includes a review of the need for coverage in a particular geographic area, dealer infrastructure and full service capabilities in order to meet sales and service objectives. We also evaluate the overall alignment of dealership strategic priorities with the long term strategies of Allsteel. Our evaluation process is based solely on qualifications, without regard to race, color, religion, sex, age, disability, creed, veteran status, marital status, sexual preference or national origin.

Potential dealers are required to complete a business plan outlining specific action for servicing their trading area. This plan is reviewed in detail with the Dealer Development team and Allsteel Management. This plan provides insight into a dealer's strengths and weaknesses and gives Allsteel the information necessary to make an informed decision about additions to our dealer network. After a dealer is added to our network, we continue to work with them to insure that they maintain the high standards expected of Allsteel dealers through ongoing training and development opportunities.

- b. Describe in detail how your firm currently measures an authorized dealers' performance.

Allsteel measures the performance of its Dealer partners in several ways ranging from financial strength, operational performance identified on our Dealer scorecard, service capability, and strategic alignment. Outlined below are the metrics we use and what this means to WSCA as our customer.

Financial

- Credit risk (Z score)
- Bonding Capacity

Financial stability is critical to a small business. Allsteel requests financial statements from our dealers bi-yearly and when a large project could impact a dealer's cash flow. This evaluation is performed by the Allsteel finance team and reviewed in detail with the dealer principal.

Operational

- Order Efficiency %
- Order Quality #
- Order Expedite % and \$
- Quality - complaints per million (CPM)
- Quality - project punch performance

Each dealer receives a scorecard monthly that provides the operational metrics noted above. This provides insight into a dealer's backroom capabilities and provides Allsteel an opportunity to assist our dealers to achieve operational excellence.

Alignments and Capabilities

- Full service capability
- In-house design and project management
- Strategic alignment with Allsteel including continuous improvement, joint growth planning, and business reinvestment

Being financially and operationally strong is critical in making sure you have the right dealer partner; however, a key differentiating factor is the services and service levels that can be provided. Strategic alignment, growth planning, and business investments ensure the future viability of a dealership. During the quarterly dealer review, these important functions are reviewed to establish best practices and identify areas for improvement.

- c. Describe in detail the process for revoking a dealership from an authorized dealer for issues related to customer service, lack of inventory, poor design service, late deliveries, or other authorized dealer performance related issues.

Allsteel conducts a Performance Review and Business Evaluation quarterly with our dealer principals. This enables us to work with our dealers before service levels or financial issues impact a customer. However when a dealer's service level does fall below our accepted standards, our Dealer Development team initiates a performance improvement plan specific to that dealer in conjunction with the dealer principal. This plan includes specific, measurable action steps that must be acted upon within a reasonable period of time. If a dealer fails to meet these requirements, the dealer will be terminated.

The Performance Review and Business Evaluation are performed by the Regional Sales Manager, the Account Development Manager, the Dealer Principal and Dealer Management. The purpose is to review, discuss and document a dealer's performance in accordance with the annual market plan and results achieved; to ensure an ongoing dialogue to discuss the market place, areas of performance or improvement and necessary action item; and to determine whether, based on market and business conditions, changes or modifications to the annual plan may be appropriate.

- d. Describe in detail how your firm will support and assist an authorized dealer in improving their performance and the corrective action process.

As noted in our response above, the quarterly Performance Review and Business Evaluation program provides a format and process that enables Allsteel to help our dealers to grow and achieve operational excellence. These meetings result in a detailed action plan specific to that dealer that clearly identifies strengths and weaknesses and always includes specific, measurable, action steps for improvement.

Allsteel strives to provide our dealers with the tools they need to be successful. Our training and development programs are designed to assist dealers with performance challenges and to provide ongoing opportunities to all dealers to increase their knowledge.

Our training web site serves as an incentive and education vehicle for our dealers. Our site offers over 100 mini courses that can be taken via the web. These classes cover a broad range of business topics such as PowerPoint, Excel basics, financial planning and employee coaching and training. These classes can be accessed anytime from any computer with Internet access. If a dealer is involved in corrective action, a detailed list of required training is provided; if more personalized training or professional assistance is needed a subject matter expert is engaged.

To insure our dealer sales representatives are knowledgeable in both product and process, Allsteel offers both on-line and classroom training. Allsteel University currently offers a variety of core courses held at the Allsteel Headquarters building located in Muscatine,

Iowa. Allsteel University also offers onsite training upon request. These courses are hands-on interactive classes that include topics such as product features and benefits, installation, competitive product training, presentation skills, complex selling strategies and sustainability. Courses run from two to four days, depending on the type of class. Each class size will not exceed 32 students. By limiting the class size, we allow for a broad depth of sharing between the participants. Allsteel University is located within minutes of several of our manufacturing plants. Touring the manufacturing facilities is an important chapter in each product and installation class.

- e. Describe in detail the process that your firm uses to track and respond to issues and concerns from both your authorized dealers and from participating entities.

Customer quality issues are documented in a database system that records model, customer, and issue information. These quality issues are addressed and resolved through a Corrective Action system. Production and Distribution groups are given highly visible, internal goals to correct customer quality issues. Allsteel has a team of Field Service Engineers across the country that work closely with our dealer network to insure that manufactured goods from all Allsteel factories are meeting our high standards. If an issue is found during an installation, an FSE is immediately dispatched to identify the problem, initiate the Corrective Action Report and insure that the issue is resolved to the satisfaction of the customer.

A key responsibility of the FSE is to determine the root cause of issues seen in the field. For instance, if fabric applied to acoustical tiles is not adhering correctly, the FSE will work with the responsible manager in our manufacturing facility to insure that the equipment being used to produce is working properly and that the member responsible for that process is trained properly. Understanding the root cause of a problem is key attribute of our Rapid Continuous Improvement plan.

The Field Service Engineers perform another important function in the field – hands on installation training. Our FSEs spend time with our certified installation companies to insure that they are installing according to our standards.

5.2 SYSTEMS FURNITURE & ACCESSORIES

- a. Describe your monolithic panel systems including a variety of options, options that provide privacy without blocking airflow or light, ease of reconfiguration, and cable management.

Concensys:

Concensys is a monolithic system known for its durable construction and ease of specification and installation. Panels are 2-1/4" thick and ship fully assembled. The panels are constructed of a factory welded steel frame, metal to metal panel connectors and metal top caps and kick plates. Concensys offers a full line of options including white boards, tack boards, and accessory rails. Panels are available in 5 heights ranging from 32" to 82" and offers stacking panels for additional flexibility and height. The panels are available in tackable acoustical, non-tackable, technology (offering desk height data and electric), glass, door panels and sliding doors. Panels can be full or half glass offering a range of daylight through your space. Stack-on units 13" high can be added to the base panel height and are load bearing and capable of hanging components. Components can be hung from one side of Concensys panels without the need for counter balance. Leveling glides provide a 2" adjustment to accommodate variances in floors.

Power is brought into the panel from the wall or floor and enters the panel at any receptacle port; ceiling infeeds are available and power is run vertically through the panel to the base. Power is run standard in the base but can be brought up to the worksurface through technology panels. Concensys panels can accommodate a variety of electric configurations including three 8-wire configurations. Panels greater than 24" can accommodate two duplex receptacles, 24" panels accommodate one. Duplex receptacles are clearly marked with the circuit number for easy load balancing. Data cables are run through the base as a standard and can accommodate (77) Cat6 cables without electricity and (25) Cat6 cables with electricity. If additional capacity is required, an extended top cap is available which provides room for an additional (41) 1/4" dia. cables. Technology panels allow for termination of data cables at the beltline and can support a variety of ports. Like power in-feeds, data cables can be accessed

from the wall or floor through any receptacle port or from the ceiling through the panel.

Allsteel offers a wide variety of worksurface shapes and sizes in laminate, wood grain laminate, and wood veneer; these common components can be used with all system products including Concensys. A key differentiator for Allsteel is our worksurface construction. All worksurfaces 48" and longer are manufactured with an inverted steel hat channel for added strength and stability. In addition, all worksurfaces contain threaded metal inserts for ease of reconfiguration and increased durability. Storage components are also compatible with all systems products. Essentials, Align, Persona and Stride storage units offer a wide variety of finishes including metal, laminate, and wood, to meet any aesthetic need. Units include pedestals, mobile pedestals, overhead units, lateral files, storage cabinets and towers.

Concensys also offers a complementary freestanding casegood line, Cadence. Cadence offers a full line of product including freestanding desks, credenzas, bridge units, returns, and hutches in a wide variety of sizes and materials.

- b. Describe your stacking tile and frame systems including a variety of options, options that provide privacy without blocking airflow or light, ease of reconfiguration, cable management, options to support hanging components without counter balancing, and the number of components that can be supported without replacing the load bearing base unit, and the maximum height.

Allsteel offers two frame and tile systems that can support a wide variety of requirements: Stride and Terrace DNA

Stride:

Stride is one of the most advanced, flexible systems on the market today and includes a panel system, desking system, free standing casegoods and benching.

Panels: Stride a 3" thick frame and tile systems offering 5 base panel heights from 35" to 65"; with stack-on modules 15", 22-1/2" and 30" high, you can achieve virtually any height required. Two stack-on modules can be added to a base panel with load bearing capability. The panels

are constructed of a factory welded steel frame, metal to metal panel connectors and metal top caps and kick plates. Because of the robust panel construction, no counterbalancing is required on Stride panels. Panel widths range from 20" to 60". Stride panels are constructed of a welded steel frame, metal top caps and base plates. The Stride system also offers a footed panel which offers a more contemporary appearance but also provides excellent air flow. Panel doors and sliding doors are available.

Tiles: Stride tiles are available in a wide variety of materials including fabric, white board, accessory, glass, metal, perforated, laminate and veneer, landscape and pass-thru. Veneer, laminate and steel tiles to the floor are available for a cleaner aesthetic, raceways can still be accessed from the opposite side. Stride offers frameless glass and spanning glass.

Privacy/Daylight: Stride's wide range of panel heights and tile options can accommodate highly individual space with maximum privacy, more open, collaborative environments and everything in between. The use of spanning glass tiles or frameless glass allows for a higher panel with more access to daylight. Stride offers frameless glass in 7-½" and 15" height and a spanning glass tile up to 72" long. Varying panel heights can achieve a similar effect.

Air Flow: Stride offers many options for air flow within the workstation environment. Footed panels used in combination with raceway panels provides an interesting aesthetic while provide air flow between workstations. Perforated or pass through tiles can be applied at any level to enhance air flow.

Reconfiguration: Stride's welded steel frame means easy installation – frames do not need to be built on site. Panels are installed quickly and easily, and require no special tools to install. Tiles are easily installed and removed for access to data and cabling. Overhead storage is shipped built up again saving installation time. Worksurfaces are sent from the factory with threaded metal inserts which act as guides for the installers while providing long term adjustments and reconfigurations.

This frame and tile system allows for easy off-modular connection of panels, worksurfaces and overheads.

For added daylight access like Concensys and all Allsteel systems, Stride's rigid panel construction allows components to be hung from one side of Stride panels without the need for counter balance. Leveling glides provide a 2" adjustment on footed frames and 2-¾" on regular frames to accommodate variances in floors.

Power is brought into the panel from the wall or floor and enters the panel at any receptacle port; ceiling in-feeds are available and power is run vertically through the panel to the base. With Stride, power and data can be run throughout the panel at every 7-½" increment. This allows you to run multiple power systems through a single run of panels when additional power requirements or separation of power and data cables are needed. Ported tiles allow duplex receptacles or power ports every 7 ½" for customized access. Stride panels can accommodate a variety of electric configurations including three 8-wire configurations. Panels greater than 24" can accommodate two duplex receptacles, 24" panels accommodate one. Duplex receptacles are clearly marked with the circuit number for easy load balancing. Stride's extensive cabling capacity can accommodate (68) Cat6 cables without electricity and (24) Cat6 cables with electricity. If additional capacity is required, an extended top cap is available which provides room for an additional (10) ¼" dia. cables and a variable height junctions accept up to (8) ¼" dia. cables.

Terrace DNA:

Terrace DNA is a full featured frame and tile system with 2.6" thick panels. The panels are constructed of a factory welded steel frame, metal to metal panel connectors and metal top caps and kick plates. DNA offers 5 base panel heights from 35" to 65"; with stack-on modules 15", 22-½" and 30" high, you can achieve virtually any height required. Two stack-on modules can be added to a base panel with load bearing capability. No counterbalancing is required on DNA panels. Panel widths range from 24" to 60". Like all Allsteel panel systems, DNA is constructed out of a welded steel frame, metal top caps and base plates; all panel connections are metal to metal. This frame and tile system allows for moderate off-modular connection of panels, worksurfaces and overheads.

DNA tiles are available in a wide variety of materials including fabric, white board, accessory, glass, metal, perforated, laminate and veneer, landscape and pass-thru. Veneer, laminate and steel tiles to the floor are available for a cleaner aesthetic allowing raceways access from the opposite side. Stack-on units 15" high can be added to the base panel height and are load bearing and capable of hanging components. For added daylight access, DNA offers frameless glass in 7-½" and 15" height and a spanning glass tile up to 72" long. Like Concensys and all Allsteel systems, DNA's rigid panel construction allows components to be hung from one side of DNA panels without the need for counter balance. Leveling glides provide a 2-¾" adjustment to accommodate variances in floors.

Power is brought into the panel from the wall or floor and enters the panel at any receptacle port; ceiling infeeds are available and power is run vertically through the panel to the base. With DNA, power and data can be run throughout the panel at every 7-½" increment. This allows you to run multiple power systems through a single run of panels when additional power requirements or separation of power and data cables are needed. Ported tiles allow duplex receptacles or power ports every 7-½" for customized access. DNA panels can accommodate a variety of electric configurations including three 8-wire configurations. Panels greater than 24" can accommodate two duplex receptacles, 24" panels accommodate one. Duplex receptacles are clearly marked with the circuit number for easy load balancing. DNA's extensive cabling capacity can accommodate (74) Cat6 cables without electricity and (27) Cat6 cables with electricity. If additional capacity is required, an extended top cap is available which provides room for an additional (8) ¼" dia. cables and a variable height junctions accept up to (3) ¼" dia. cables.

Allsteel offers a wide variety of worksurface shapes and sizes in laminate, wood grain laminate, and wood veneer; these common components can be used with all system products including DNA. Please see product description under answer a. The same variety of options applies.

Tiles are available in different heights (30", 22 ½", 15", 7-½") and different width (20", 24", 30", 42", 48", 60").

Options are tackable, acoustical, steel, perforated steel, markerboard, mulberry paper, pearlescent strata, foundation, infinite spectrum, hard surface, and veneer tiles. Perforated steel tiles allow air flow when placed on each side of the panel and single pane glass tile "kits" provide access to natural light.

Align:

Align creates a single platform of panels, storage and deskings that provides harmony between each component. Frames are constructed of 16 gauge formed steel vertical members and 16 gauge tubular steel horizontal members that are welded into a strong, sturdy structural panel frame. Panel frames are 2½" thick and ship fully assembled. Frames are available in 6 widths (24", 30", 36", 42", 48" and 60") and 5 heights (nominal height: 36", 44", 52", 68", and 84"). Stacking frames are available 24", 30", 36" 42"48"and 60" wide and 16 "high. All panels meet or exceed ANSI/BIFMA testing standards and are stackable to 116" with load bearing capabilities. Every panel/frame has standard vertical slotted channels allowing for hang-on components to be adjusted vertically at 1" increments. Panel top caps, end covers, and base rails are constructed of metal. Top caps and trim are available painted or veneer wrapped. Leveling glides provide 2" of adjustment. All frames are capable of being powered at base. Power can also be positioned at 8" vertical increments on the panel frame. Data can be positioned anywhere on tiles. Frames are standard with lay-in wire management capability in the base pathway. Baseraill covers have receptacle openings to allow installation of electrical components/receptacles.

Allsteel offers a wide variety of worksurface shapes and sizes in laminate, wood grain laminate, and wood veneer; these common components can be used with all system products including Align. Please see product description under answer a. The same variety of options applies.

- c. Describe your fabric and fabric grades including the variety of options available in standard and up charge category, including soil and fade resistance, recycled content fabric (include recycled content type).

Three different fabric grades are offered in different patterns and colors. Allsteel's intelligent workspace seating solutions are

designed to a formula of functionality, versatility, durability, and value. Consistent across all of Allsteel's Seating line are our Fabric Grades and Environmental Data Sheets.

- Allsteel fabrics can be cross-functional, meaning they can work in any environment: office, healthcare, education, and other high traffic areas. They can offer cleanability, abrasion resistance, anti-microbial properties, and moisture resistance if needed. We offer 14 different grades and within each grade there are 5-10 different families of fabric in a variety of colors and finishes. Our fabrics include pre- and post-consumer recycled content. Please refer to page 195 of the Seating & Tables Price List to see our seating upholstery & finishes.
- Environmental Data Sheets (EDS) provide basic responses to the most frequently asked questions about Allsteel's products, recycled content, environmental performance, and commitment. EDS are available upon request on all Products.

- d. Describe your work surfaces including standard and up charge laminates, veneers, shapes, depths, edge options, finishes, height adjustability, support methods, and cable management accessibility.

Stride:

Worksurfaces are 1-1/4" thick and are available in laminate or veneer. It contains high pressure laminate over 45 lb density particle board and includes recessed hat channels for a stronger support in 48" length and longer. Worksurfaces can be panel hung or used in freestanding applications. A variety of different laminate finishes are available. Primary worksurfaces are available in 20", 24", and 30" depths. Nominal worksurface width is equal to nominal panel width. Secondary worksurfaces are available in 12", 24", and 30" depths. Three different edge options are available (rabbet edge, flat edge, eased edge). Based on the edge selected between 12-22 different shapes are available. Sit-to-Stand Height Adjustable worksurfaces are offered and mount directly into the panel with no electricity required. Adjustable height worksurfaces are available from 46" up to 58" wide (available in 6" increments) and are 24" deep. Adjustment range is from 28-1/2"h to 42-1/2"h in 1" increments when mounted at standard mounting location. Worksurface support options include: Support column, off-module bracket kit, flat brackets, worksurface bracket kit, cantilever

bracket, in-line support panels, end support panels, freestanding pedestal, c-legs and post legs.

Smart Credenza rails allow for power, voice, and data to run through the desking while also supporting storage components, divider screens, and varying surface heights.

Terrace DNA:

Worksurfaces are 1-1/4" thick with particle board core and with top surfaces finished in high-pressure laminate. Bottom surfaces are covered with a backer sheet. Hat channels are included in 48" length and longer. Primary worksurfaces are available in 24" and 30" depths. Nominal worksurface width is equal to nominal panel width. Secondary worksurfaces are available in 12", 24", and 30" depths. Worksurfaces can be panel hung or used in freestanding applications and are offered with 3 edge options (t-mold, flat or wave edge). Depending on the specified edge between 8-18 different styles are available. Threaded metal inserts are standard for ease of installation and a positive fit. A variety of different finish options are available. Sit-to-Stand Height Adjustable worksurfaces are offered and mount directly into the panel with no electricity required. Adjustable height worksurfaces are available from 46" up to 58" wide (available in 6" increments) and are 24" deep. Adjustment range is from 28-1/2"h to 42-1/2"h in 1" increments when mounted at standard mounting location. Wire management grommets are standard, one for widths up to 36", two on widths 42"w and greater. The following support options are available: end panel supports, full end panels, end panel bracket kit, support legs, support leg bracket, support columns, cantilever bracket, bracket kit, flat brackets, and pedestal to panel attachment bracket.

Concensys:

Worksurfaces are 1-1/4" thick and meet or exceed ANSI/BIFMA standards. The worksurface consists of a 3 ply construction with a high-pressure laminate surface, particleboard core, and a resin-impregnated backer on the underneath side. A hat channel is included in 48" length and longer. Threaded metal inserts are standard for ease of installation and a positive fit. Worksurfaces are available in 3 edge options; T-Mold, Flat or Radius. Depending on the edge selection between 3 and 23 different shapes are offered. Primary worksurfaces start

from 24" up to 72" wide (available in 6" increments) and 24" or 30" deep. All worksurfaces 24", 30" and 36" wide have one centered grommet for wire management. Wider worksurfaces have two grommets. Secondary worksurfaces starting at 36" up to 72" wide (available in 6" increments) and 12" deep. Sit-to-Stand Height Adjustable worksurfaces are offered and mount directly into the panel with no electricity required. Adjustable height worksurfaces are available from 46" up to 58" wide (available in 6" increments) and are 24" deep. Adjustment range is from 28-½" h to 42-½" h in 1" increments when mounted at standard mounting location. Grommets are not available on 12" deep worksurfaces. A wide variety of different laminate options are offered. Ten different support options are available, end panel support, support leg, support column, permanent wall hanger kit, cantilever brackets (handed), universal cantilever, worksurface to panel bracket, worksurface bracket kit, flat brackets, pedestal to panel attachment bracket.

Align:

Worksurfaces are 1-¼" thick and are available in laminate and veneer. Laminate worksurfaces are 3 ply (high pressure laminate, particleboard and a resin-impregnated backer on the underneath side) with PVC edge detail. Threaded metal inserts are standard for ease of installation and a positive fit and can be panel hung or used in freestanding applications. Imbedded steel hat channels are included in worksurfaces 48" and larger. Worksurfaces feature a standard wire management grommet or can be specified without a grommet at no upcharge. Veneer worksurfaces are available in square edge. Select natural veneer worksurfaces are available in waterfall edge. Depending on the selected edge between 11 and 17 different shaped worksurfaces are available. The following support options are available: end support panels, in-line support panels, panel mount bracket, off-modular end / in-line support panel kit, cantilever bracket, worksurface bracket kit — T6BK, worksurface brackets — T6SB, off-module worksurface bracket kit, flat brackets, pedestal-to-panel attachment bracket, support columns.

- e. Describe your pedestals and drawers including the ability to use beneath a work surface without extending past the work

surface, with/without casters, adjustability/leveling, lock, finishes.

Align:

Pedestal configurations available are file/file, box/box/file, file/file, box/box/file, box/file. Pedestals are constructed of a heavy-duty (18-gauge) outer shell and front and rear perimeter frame. Master keyed core removable locks allow for one-key access. All pedestals have a double-walled drawer design. Full-extension file and box drawers glide easily on steel ball-bearing suspensions. Pencil trays, follower block, and divider are standard in all pedestals. Top finish options are laminate surface, veneer surface, seat cushion, transport top, or no top. You have the choice between metal, veneer, and landscape fronts on metal case units, and veneer and landscape fronts on veneer case units. Four pull styles are offered including integral, arch, square, and "J" pulls. Veneer fronts are offered in square, arch, and "J" pulls. Metal fronts are offered in integral, arch, and square pulls. Support and mobile pedestals are available 23-¼" or 29-¼" deep, 15" wide and 28-1/8", 26-½" or 20-½" high.

Stride:

Pedestal configurations available are box/box/file, box/file mobile, file/file support. Drawer fronts can be specified with painted wood or veneer, optional seat cushion can be added. Pedestals have one core removable lock and have asymmetric linear pulls in silver finish. Pedestals are specified as either left- or right-hand units and come fully assembled with a top and back. Mobile pedestals are 15-5/8"W x 20"D x 22"H. Mobile pedestals have 4 casters (2 locking). The counterweight kit is included. Support pedestals are 15-5/8"W x 24"D x 28"H and are for use under a worksurface or credenza top. Support pedestals have four feet with sleeves to conceal the leveling glides.

Align, Stride, Terrace DNA, Concensys:

The Persona mobile and support pedestal comes with a double-wall drawer construction and has a steel, ball-bearing slide suspension with full-extension drawers. Configurations available are file/file, box/box/file, file/file, box/box/file, box/file. The frame is a heavy-duty steel O-frame. Mobile pedestals with a flat steel top are 28" h x 15"d x 23-3/8" or 29-3/8" w. Support pedestals are 28-1/8" h x 15"w x 23-3/8"

or 29-3/8" w. Pedestal tops for mobile units are available in laminate, veneer or seat cushions.

Three pull options are offered: arch in matte silver, black square in matte silver and integral in the same color as the pedestal. Box drawers have an adjustable divider and file drawers have an adjustable compressor. One pencil tray with a box drawer is included and core removable locks are standard.

Leveling glides are standard on support pedestals and casters are standard on mobile pedestals. All mobile pedestals have counterweight balances installed.

Align, Stride, Terrace DNA, Concensys:

Essentials mobile and support pedestal have a steel, ball-bearing slide suspension with full-extension on file drawers with 90% extension on box drawer and a follower block in each file drawer. Configurations available are file/file, box/box/file, file/file, box/box/file and box/file. Freestanding pedestals are 26-7/8"h x 15"w and are available 19-7/8", 22-7/8" and 28-7/8" deep. Support pedestals are 28"h x 15"w and are available 19-7/8", 22- 7/8" and 28-7/8" deep. Suspended pedestals are 19- 7/8"h x 15"w x 19-7/8" or 22-7/8 w and are mount to the underside of the worksurface using keyhole slots in top of pedestals. Mobile pedestals can be nested under the worksurfaces and mounted at 29-12"h and cannot be leveled. Support pedestals can support one end of a panel-attached worksurface, in lieu of other worksurface supports by using a 28"h support pedestal but cannot be used to support freestanding desking without an end panel. One pencil tray is included in pedestals with box drawers. Counterweight balances are standard in mobile pedestals. Caster package are available to field convert support or freestanding pedestals to mobile. All pedestals come with a standard core removable lock. Seat cushions are offered on mobile pedestals

- f. Describe your overhead storage units including the variety of options, materials, and widths to match panel dimensions, flexibility in configurations, shelves with integral metal back or back stop, finish, lock availability, and the ability to attach accessories (task lights).

Align:

Overheads are available in 24", 30", 36", 42", 48", 60" wide, 14-14" or 17" deep and 16" high. Overhead options include metal radius or flat

flipper door, metal hinged door, metal case with veneer flipper or hinged doors, metal case with Landscape hinged doors, veneer case with veneer hinged doors, and veneer case with Landscape doors. Easy assist mechanism is available on the radius flipper door overhead. Metal cabinets are full steel construction with a baked enamel surface and are standard with anti-dislodgement device. Cabinets can be ordered with a variety of pull options and are available in all core and metallic colors. Storage units are capable of mounting off-module up to 18" larger than the width of the panel. Off-module overhead mounting kits allow one end of Align metal case overhead cabinet to be mounted off-module anywhere on a panel. Tasklights are available and can be mounted underneath the overhead.

Stride:

Three overhead options are available in laminate and painted wood: overhead, overhead with niche and overhead with shelf and niche. Overheads are 24"-60" wide (6"increments), 14" deep and 15" high. Width can correspond with the width of a panel or panel joined without a connector. Overheads are offered with hinged or sliding doors. Overheads with niche are available as open, with hinged or sliding doors. Door fronts are available in laminate, painted wood, landscape surface material or veneer and have a sliver linear pull. Overheads include locks on the front of the cabinet. Overhead cabinets feature self-engaging safety latch to secure the cabinet to panel. Low Profile LED tasklights can be mounted beneath laminate or painted wood cabinets. Overhead cabinets with niche feature a paper management shelf with a 3-7 1/8"H opening. A variety of paint finishes are available

Terrace DNA:

Cabinets are 14-14"D x 15"H and are available 24", 30", 36", 42", 48", 60" wide and can correspond with the width of the panel or 2 panels. Units are factory welded and pre-assembled. The overhead is available with a sliding door, flipper door, and a receding door. Arch or square pulls are available on flipper doors. The 60" wide flipper-door cabinet has two 30"w doors with 2 independent locks.

The "Easy-Assist" flipper door is optional and requires minimal assistance in opening and closing (not available on 60"W cabinets — specify 2-30"W cabinets). Overhead storage cabinets and open storage shelves can be

mounted on Terrace DNA structural and stacking panels to a maximum height of 80"H. Self-engaging safety latch to secure cabinet to panel is standard. A variety of paint finishes are available.

Concensys:

All overheads are constructed of steel with a baked enamel surface and are standard with an anti-dislodgement device. Units are factory welded and pre-assembled. Inside clearance depth accommodates three-ring binders, and varies with type of door specified. Available door styles are painted flipper door, fabric covered flipper door, radius with no pull, radius with arch pull, radius mesh, and receding door. Overhead cabinets can be mounted off-module on a panel up to 18" narrower than the overhead cabinet. The master keyed core removable locks allowing one-key access. Overheads with receding doors are available 30" up to 60" wide (6" increments) and 13-1/4" deep. Units with square flipper doors and lock are available 24" up top 60" wide (6" increments) and 14-3/8" deep. A variety of paint finishes are available

- g. Describe your task lighting including mounting, high efficiency, and glare minimizing options.

Align, Stride, Terrace DNA, Concensys:

Six different styles are being offered: Task, LED, Link, down, panel hung and freestanding.

Recessed Task Lights are black with a 9' long black cord that is attached to the right rear corner of the fixture. All models are equipped with electronic ballast for longer bulb life and cooler operating temperature.

LED Undercabinet Lights are energy-efficient LED tasklights for use with overhead storage cabinets and shelves. They meet California Title 24 Energy Efficiency Standards. "Instant On" switch with infinite dimming cycle from 100% to 15% and back to 100%, allows you to set the desired level of lighting.

Link Light is available in a single- or dual-arm style and is offered in black or silver. Mounting options include a freestanding base, worksurface edge clamp. A tool rail bracket allows for unobstructed lamp rotation.

The lamp head forms the handle, offering 180-degree up/down movement. Low Profile worksurface clamp allows for minimal clearance

conditions. Power is delivered through a conductive aluminum skin, eliminating internal wiring.

Down Lights can be mounted to any panel of same width or smaller with the capability to mount off-module. Down Light has linear prismatic lens which minimizes glare. The electronic high power factor ballast increases the energy efficiency of the light.

Panel Hung/Freestanding Task Light is offered in black only and has a detachable plug in ballast, four adjustment points with a 27" horizontal reach.

- h. Describe your accessories available including a variety of options and ergonomic accessories.

Stride, Terrace DNA, Align and Concensys:

Tool Tile and rail attachments work in conjunction with a variety of accessories such as mail box, clip caddy™, folder holder, sidebar™ personal shelf, phone caddy, paper wave™ binder bin, gripper clip tool box pencil, CD holder and a multi-media hangar. Additionally bookends, freestanding mail boxes, coat hooks, marker boards and center drawers are available. Technology modules can be mounted by clamping to worksurface or mounting flush to the worksurface top.

Ergonomic features are an articulating keyboard platform that allows for ultimate flexibility and user support as well as CPU hammock, metal corner sleeves, and footrest.

5.3 SEATING

General Information: Allsteel's intelligent workspace seating solutions are designed to a formula of functionality, versatility, durability, and value. Consistent across all of Allsteel's Seating line are our Fabric Grades and Environmental Data Sheets.

- Allsteel seating fabrics can be cross-functional, meaning they can work in any environment: office, healthcare, education, and other high traffic areas. They can offer cleanability, abrasion resistance, anti-microbial properties, and moisture resistance if needed. We offer 14 different grades and within each grade there are 5-10 different families of fabric in a variety of colors and finishes. Our fabrics include pre- and post-consumer recycled content. Please refer to page 195 of the Seating & Tables Price List to see our seating upholstery & finishes.

- Environmental Data Sheets (EDS) provide basic responses to the most frequently asked questions about Allsteel's products, recycled content, environmental performance, and commitment. EDS are available upon request on all Products.

a. Describe your executive seating options including fabric grades, standard and up charge categories, soil and fade resistance, recycled content fabric (include recycled content type), ergonomic, full adjustability including tilt, height, pneumatic, seat and swivel, multiple styles of casters to include carpet and non-carpet, minimum five star base, armrests to be height and width adjustable and easily removed.

#19 is a combination of passive adjustments, thermal regulation, and innovative materials. #19 has delivered unsurpassed comfort and performance. #19 has 8 different models to provide maximum configurability to meet your specific needs.

- Avatar- The weight-activated recline motion, Avatar® balances the user perfectly using a natural pivot point at the hip. Avatar allows #19 to recline a full 22.5° as it gently lifts the back of the seat upward, creating a back-to-seat ratio of 4:1.

- #19's Tria Calibrated Seat System is designed to regulate body temperature. Tria is a proprietary, three-layer seat construction consisting of a unique base cushion, gel center, and microporous Tria Compliant Seat

Upholstery, all supported by the Seat Contour Panel.

- The Plexus® Lumbar System creates lower back support by increasing the tension of the VenTech® Thermal Weave over a vertical range of 3-34". The VenTech material manages heat accumulation and loss and maintains a temperature range slightly warmer than the environment.

- Pneumatic Height Adjustment, Seat Depth Adjustment, and Tilt Limiting Lever are shaped to indicate their function and provide high-quality performance. The Pneumatic Height Adjustment regulates the height of the chair relative to the floor. The Seat Depth Adjustment adapts to different leg lengths with simple back-to-front movement. The three-position Tilt Limiting Lever allows an upright work position, a relaxed work position, and can be disengaged for continuous, fully supported reclining.

- Armrests- Aluminum Arm Supports and Adjustable Armrests support the user's arms in all recline positions and provide a wide range of adjustability. Adjustable-height, pivoting arms can be set to multiple heights, widths, and angles. Height can be adjusted 4", from 8" to 12", and arms can pivot a full 60°, from 30° inward to 30° outward.

- Base and Casters- An Aluminum Five-Star Base provides an excellent strength-to-weight ratio and is composed of 100% recycled material. #19's Multi-Surface Casters work on any floor surface; their 80mm diameter size enhances mobility.

- Extendable Life- Its frame and base are made from 100% recycled aluminum; 88% of the materials that go into it are recyclable. As new features are developed, #19 can be easily upgraded, minimizing resource demands on the environment.

- Take Back Program- When #19 completes its useful life for a customer; Allsteel will take it back for reuse or recycled.

Acuity™ is elegant and pleasing to the eye, as anything inessential has been stripped away, leaving behind only a purity of form. Acuity is Cradle to Cradle Certified^{CM} Silver by MBDC, and has achieved SCS Indoor Advantage™ Gold Certification. It is made with no PVC components and has a recycled content greater than 45%. We will take back, break down, recycle and/or reclaim the chairs at the end of their useful life. Acuity has 37 different models to provide maximum configurability to meet your specific needs.

- Weight Activated Mechanism (AcuFit™)- a ground-breaking, weight-activated mechanism built into the chair's structure does two things critical to effective ergonomics: automatically adjusts recline tension in response to the user's weight; and, keeps the seat and back moving smoothly together during recline.
- Hybrid Seat Cushion- a molded foam base with additional memory foam offers softness with greater support over time. This translates into instant comfort, the elimination of pressure points, and a healthy sitting experience.
- Conforming Mesh Back provides ideal ergonomics for bodies of every shape and size. The mesh carrier mirrors the shape of the human spine, offering snug support from the shoulders to the lumbar area.
- Optional Upholstered Jacket- A slip on jacket that offers premium appeal in conference areas, private offices, or the boardroom. Elegantly tailored with a simple snap closure and seven stitches per inch, the jackets are available in over 300 approved colors, including over 50 from Edelman Leather. Remove the jacket and you're back to mesh for everyday flexibility, anywhere in the office.
- Multi-surface casters provide smooth functioning on any surface, from a carpeted conference room to polished concrete. Finishes that match bases in standard black, or graphite, silver, or polished aluminum.
- Adjustable Arms- Intuitive controls allow adjustments of eight arm positions. A single lever releases the arms to slide up or down; a button right where the thumb naturally lands lets you move the arm pad inward or outward, forward or backward. You can also pivot the front of the armpads inward to move in closer to your desk and offer support while working.
- Fixed Arms provide basic support. Limited adjustability maintains aesthetics in conference room settings. Acuity's Fixed T Arms are 100% cast aluminum.

Ambition brings graceful design, remarkable adaptability, and some comforting surprises to the rough and tumble world of day-in and day-out office work. Sensible has 2 different models to meet your specific needs.

- Posture Control System — Active Ergonomics—Synchro-tilt allows the back to recline at a 2-to-1 ratio relative to the seat. Tilt lock allows the user to secure the chair in the upright posture, or tilt freely. Adjustable tension modifies the rate of recline to suit the user.

- Back Lumbar Adjustment- Positions the lumbar depth in multiple positions to meet each user's needs.
- Proportional Controls — Pneumatic Seat Height Adjustment. Allows 4" of vertical travel adjustment.
- Seat Glide- Allows seat cushion to travel front-to-back and lock within a 2" range.
- Arm Options- Height and manual width adjustments position elbows and shoulders for optimal support
- Base/Casters- Base is a composite five-star structure. Dual-wheel casters feature hard tread for carpeted floors, or soft tread for hard floors.

- b. Describe your task/work seating options including fabric grades, standard and up charge categories, soil and fade resistance, recycled content fabric (include recycled content type), ergonomic, full adjustability including tilt, height, pneumatic, seat and swivel, multiple styles of casters to include carpet and non-carpet, minimum five star base, armrests to be height and width adjustable and easily removed.

Sum® is designed to help workers keep their eyes on their work and connected to their task. It's an ergonomic chair that fits 90% of the worker population. Sum's unique design knows exactly how and where customized comfort and support is needed for each user, and provides it responsively. Sum has 12 different models to provide maximum configurability to meet your specific needs.

- Posture Control System - Avatar 2® ensures the chair back and seat remain positioned for optimal ergonomics and comfort, while maximizing the back-to-seat ratio.
- Proportional Control System - AutoFit® uses air displacement technology to provide customized back support.
- Pneumatic Seat Height Adjustment- Standard 5" of travel accommodates average or tall users. Optional 3-1/2" of travel keeps chair closer to the floor, (BIFMA G1-2002)
- Seat Depth Adjustment- Allows seat support to travel front-to-back and lock within a 3" range.
- Adjustable Arms- fully adjustable in height, width, and depth.
- Fixed Position Arms- Fixed arms limit adjustability and maintain aesthetics in conference room settings. Fixed arms have polymer uprights and urethane armpads.
- Base/Casters- Base is composite five-star structure. A1/PAL option includes polished

aluminum base and polished aluminum yoke. All painted and polymer parts are black on black. Dual-wheel casters feature hard tread for carpeted floors, or soft tread for smooth surfaces.

Relate combines everything you want into a single collection of seating. A synchronous mechanism and a unique pivoting back provide exceptional ergonomics for more people at more tasks. Active adjustments allow you to control and customize your seating tension and support relative to any task. Replaceable high-wear parts encourage you to repair rather than replace your chairs. And, the full line of models makes coordinating office seating simple. Relate has 24 different models to provide maximum configurability to meet your specific needs.

- **Synchronized Tilt-** The synchronized tilt motion keeps the user's head level when reclining to improve mental focus and productivity, while reducing neck and eyestrain.
- **Pivoting Back-** The position of the pivoting back aligns with the natural position of the spine. This alignment keeps the spine supported in its proper curvature, which increases comfort.
- **Quick Tension™ Lever-** Features 5 settings to quickly adjust from low to high tension.
- **Height-Adjustable Lumbar Support-** Allows users to adjust lumbar support anywhere within a 4" range.
- **Pneumatic Seat Height Adjustment -** Standard cylinder with 5" of travel accommodates average or tall users. Optional short cylinder with 3-1/2" (BIFMA G1-2002)
- **Seat Depth Adjustment -** Adjusts from front-to-back, within a 3" range
- **Adjustable Arms-** Adjust in height, width, and depth for optimal support of elbows and shoulders while keyboarding or conferencing.
- **Fixed C and T Arms-** Fixed arms limit adjustability and maintain aesthetics in conference room settings.
- **Base/Casters-** Base is composite five-star structure. Specific models are available in polished aluminum. Dual-wheel casters feature hard tread for carpeted floors or soft tread for smooth floors.
- **Relate's Link Mesh** is a leno weave with a polyester elastomeric and a polyester fill yarn. This construction provides responsive, conforming back support and an open, airy aesthetic. Link Mesh is 100% recyclable.

Trooper- Three comfort systems make Trooper fit for whatever assignment you face, and allow one visual design to be used to meet a variety of use patterns and price points. Trooper has 20 different models to provide maximum configurability to meet your specific needs.

- **Posture Control Systems** — to fit the worker to the task:
 - High-Performance — Asynchronous Mechanism
 - Active Ergonomics — Synchro-Tilt
 - Passive Ergonomics — Mid-Range Knee Tilt
- **Proportional Controls** — to fit the chair to the worker:
 - Quick-Adjust Back Height- Positions the lumbar support in one of five positions within a 2-1/2" range on all Trooper models.
 - Pneumatic Seat Height Adjustment-Standard 5" travel accommodates average or taller users. Optional 3" travel keeps chair closer to floor for shorter users.
 - Seat depth- Allows seat cushion to travel front-to-back, and locked within a 2-1/2" range.
 - **Adjustable arms-** Height and manual width adjustments position elbows and shoulders for optimal support.
 - **Fixed position "T" arms-** Provide basic support for people who face a variety of tasks.
 - **Deeply contoured cushions-** Back and seat are formed of opposing compound curves to provide firm lumbar support and a subtle "wraparound" effect that gently hugs the body. Inner support is molded from polypropylene. The detailed back rest is offered in high-back and mid-back styles. Molded polymer outer back is available upholstered or in textured matte black. Seat cushions feature a waterfall front edge.
 - **Base/casters-** Base is a composite five-star structure. Dual-wheel casters feature hard tread for carpet, or soft tread for smooth surfaces.

Scout reveals a new direction in mid-price seating. Scout combines contemporary design with superior comfort, unites simplicity with high-performing functionality, and results in best-in-class value and assures durability and a long life. Scout has 6 different models to meet your specific needs.

- **Posture Control System-** Active Ergonomics with a Synchro-Tilt Mechanism. Synchro-Tilt allows the back to recline at a 2-to-1 ratio relative to the seat. Tilt lock allows the user to secure the chair in the upright posture, three reclined positions, or tilt freely. Side mounted adjustable tension modifies the level of resistance to suit the user.

- Proportional Controls- Adjustable Back Height (Upholstered models only)- Position the lumbar support in one of five positions within a 3" range. Pneumatic Seat Height Adjustment- Regulates height of chair relative to the floor. Standard 4-14" of travel accommodates average to tall users. Optional 3" of travel keeps chair closer to the floor for shorter users. Seat Depth Adjustment- Allows seat support to travel front-to-back and lock within a 2-14" range.
- Adjustable Arms- Provide height and width adjustments for optimal support of elbows and shoulders while keyboarding or conferencing.
- Fixed Loop Arms- Fixed arms limit adjustability and maintain a preferred aesthetic in conference room settings.
- Base/Casters- Base is composite five-star structure. Dual-wheel casters are available in hard tread for carpet, or soft tread for hard surfaces.

Sensible- Unmatched adjustability has earned high praise for Sensible. Independent testing has confirmed that Sensible delivers the same level of end-user comfort and satisfaction as some of the most widely recognized work chairs. Sensible has 8 different models to provide maximum configurability to meet your specific needs.

- Posture Control Systems- The asynchronous mechanism allows for independent seat and back adjustment, locking the angle of the back relative to the seat and the angle of the seat relative to the floor. Free-floating tilt, tension, infinite locking, and forward tilt provide ultimate adjustability.
- Proportional Controls- Adjustable Back Height — Work models feature an adjustable back height allowing the user to position the lumbar support anywhere within a 1-12" range. Pneumatic Seat Height — 5" of seat height adjustment is standard for all work models. Seat Glide — the optional seat depth adjustment gives a 2" range to accommodate the upper leg length of the user.
- Upholstery and Contouring- The outer back is fully upholstered, providing an added touch of color and softness to the workplace. A large seat and back offer comfortable sitting support. Adjustable lumbar support delivers firm, but gentle, pressure to the lower back, reducing fatigue. Seat glide models allow seat depth to adjust from 15-12" to 17-12" to conform to the upper leg length of user.

- Arm Options- Height and manual width adjustment arms position elbows and shoulders for optimal support.

- Base/Casters- Base is a composite five-star structure. Dual-wheel casters feature hard tread for carpet, or soft tread for hard surfaces.

- c. Describe your guest/side seating options including fabric grades, standard and up charge categories, soil and fade resistance, recycled content fabric (include recycled content type), ergonomic, multiple styles of casters, bases, and armrest options.

Relate multi-purpose side chairs provide an ideal solution for busy work areas such as training rooms, gathering areas, informal conferencing, cafés, and more. With a stackable design and pivoting back, Relate side chairs provide the perfect combination of versatility and unexpected comfort.

Models and Options- Relate offers side chair models with back types in mesh, upholstery, and wood in three frame colors. Side chairs feature arm and armless models with casters or glides. Relate Side has 12 different models to meet your specific needs.

- Glides are available in nylon, nickel-plated, or felt options. Multi-surface casters are also available.

- Construction- Steel frames and structural moldings create a durable design that performs in a variety of environments. Seat and back upholstery are easily field replaceable allowing users to extend the lifecycle of the chairs. Multi-purpose side chairs stack up to 4-high on the floor. Mesh chairs feature Link™ Mesh. Link Mesh is a leno weave with a polyester elastomeric and a polyester fill yarn. This construction provides responsive, conforming back support and an open, airy aesthetic. Link Mesh is 100% recyclable.

- Upholstery and Contouring- Relate multi-purpose side chairs feature a pivoting back that provides unexpected comfort in any application. The backrest features a contoured lumbar support. Added movement and support allow the Relate multi-purpose side chair to go from project conference rooms to teaming areas to training rooms. The upholstered seat features a generous 2" of high-resiliency molded foam padding.

Tolleson Side chairs are versatile as they can move from office to conference room to waiting area applications. The menu of back shapes, finishes, and arm and armless options change

the appearance, but the excellent comfort and consistent durability remain throughout.

- **Models and Options-** The three backrest shapes, Keystone, Square, and Arc create versatile options which can coordinate with other Allsteel seating lines and any environment. Armcaps are wide to support the arm. The curved shape accommodates differences in elbow heights. The arm curves downward to help approach work surfaces. The arm caps are color impregnated, washable, impact-resistant nylon. Armless models feature a metal cap which finishes the ends of the tubes. Tolleson has 6 different models to meet your specific needs. Ganging Brackets connect Tolleson chairs together for a neat, aligned row.
 - **Glides** are standard with nickel-plated or nylon options. Nickel-plated glides are recommended for carpeted applications. The plastic surface of the black nylon glide is recommended for other surfaces or damp environments. Casters are available on armed models to add mobility for training rooms and multi-purpose applications.
 - **Construction-** The strong, 1" round, 16 gauge steel tubular frame construction provides exceptional strength and durability. All connections are steel-to-steel. The steel tubular frame extends the length of the armrest for superior strength while the chair is being lifted or stacked. The chair is lifted by the steel frame and not just an arm cap. Arm and armless chairs can be stacked up to five high on the floor. On the cart, chairs can be stacked up to eight high. The backrest features a double-shell plywood construction with compound contouring for lumbar support. The seat features an injection molded polypropylene seat which surrounds the tubular frame. The bottom of the seat is always black. It features a smooth profile so the chair can be stacked.
 - **Upholstery and Contouring-** The outer back shell is upholstered in a fabric to match the inner seat and back for a tailored appearance. The seat features a generous 2-1/2" of high-resiliency molded foam padding for comfort and long-term support. The backrest features contoured lumbar support to help relieve stress in the spine.
- d. Describe your reception/lounge seating options including fabric grades, standard and up charge categories, soil and fade resistance, recycled content fabric (include recycled content type), ergonomic, multiple styles, sizes (multiple seat furniture, ie

couches), type of casters, bases, and armrest options.

Allsteel recommends using our **Relate Side and Tolleson** chairs as reception/lounge seating. Please refer to the previous section c for specifications.

Mind-Share is a high-back, modular, upholstered, banquette-style seating. It can be used to create one, two and three sided microenvironments. The bench can also be used without the back for versatile seating in open spaces.

- **Models and Options-** Mind-Share is available in three different options: Bench, Bench with same width Screen, and Bench with extended width Screen. On units with extended screen, the bench can be installed either right or left handed.
- **Application-** Use Mind-Share as booths, micro-environments or bench seating in café areas, lobbies, open plan, atrium spaces, or reception areas.
- **Key Features-** Mind-Share is constructed of fabric covered foam with upholstery-grade FSC Certified plywood core, box joint construction. Each bench has glides that can be adjusted up to 2". All fabric on Mind-Share is Railroad cut.

Hedge is space division you can lean on, lounge against, and work from. The design promotes collaborative interaction and impromptu gatherings and features a contoured front that supports a leaning posture while the back side incorporates a standing-height worksurface, sized for laptops and tablets.

- **Models and Options-** Hedge is available with a base in double and triple units; and without a base in single double and triple units. Units without a base must be floor anchored, while units with a base are counterweighted and freestanding. The tablet height with levelers fully retracted is 45-1/2"H. On all models, the tablet depth is 10". Each unit creates a 15 degree angle; 12 single units are required to create a semi-circle. Use Hedge to divide space in atriums, open plan areas, dedicated collaboration rooms, back row of conference rooms, cafes or coffee bars, and waiting areas.
- **Key Features-** Hedge is constructed of fabric covered foam with upholstery-grade FSC Certified plywood core, box joint construction. Hedge units have glides that can be adjusted up to 11-1/2".
- **Materials and Finishes-** Hedge is fully upholstered with a laminate tablet and base.

Each base laminate has a pre-determined coordinating edge color.

Scooch is a lightweight pull-up seat with recessed handles, making it easy to carry and move about wherever it's needed. Simply shaped, the seat angles are designed to support multiple postures.

- **Models and Options-** Scooch is available in one size. The top and side upholstery are specified separately allowing the user to decide if the seat will be solid or multi-colored. Sprinkle Scooch throughout the open plan, dedicated collaboration rooms, small conference and huddle areas, media spaces and libraries, cafés, or within individual workstations

- e. Describe your conference room seating options including fabric grades, standard and up charge categories, soil and fade resistance, recycled content fabric (include recycled content type), ergonomic, full adjustability including tilt, height, pneumatic, seat and swivel, multiple styles of casters and bases to include carpet and non-carpet, minimum five star base, and armrest options.

Allsteel recommends using our #19, **Acuity**, **Sum**, **Relate**, **Ambition**, and **Scout** chair as conference room seating. Our recommended seating offers various options to meet your specific need and aesthetic. Please refer to the pervious sections a & b for specifications.

- f. Describe your stackable/foldable seating options including fabric grades, standard and up charge categories, soil and fade resistance, recycled content fabric (include recycled content type), removable cushions, ergonomic, multiple styles of casters and bases, armrest options, alignment devices, ganging, weight and maximum stack height, storage and transportation options.

Inspire is designed to support a multitude of higher education environments. Inspire has achieved SCS Indoor Advantage Gold Certification and level 2 certification. Inspire is designed and manufactured to have minimal impact on both the physical and social environment, made with no PVC components, and ranges in percent recyclable from 84% to 98%. Inspire has 72 different models to provide maximum configurability to meet your specific needs.

- **TriFit™** Comfort Technologies incorporates seat suspension, back recline and seat flexure in a non-mechanical system that allows users to move freely and comfortably.

- **Lasting Performance-** With Inspire's 4-sided welded steel frame construction, it creates a durable design that withstands active environments and is warranted to users up to 300 pounds. The back recline and seat movement technologies are robust and non-mechanical to provide long-lasting, quiet use.

- **Models and Options-** Inspire models are available with arms or armless. Arm models feature two arm cap options: non-flexible for high-use environments and flexible for enhanced comfort. Seat and back upholstery options are available on all models. Upholstery can be field-installed and is field-replaceable.

Four-leg Stack Chair can stack five high.

Sled Base Stack Chair can stack five high.

Four-leg Tablet Arm Stack Chair can stack three high.

Sled Base Tablet Arm Chair do not stack.

Work Chair- Base/Casters: Base is a black colored composite five-star structure. Dual-wheel casters feature hard tread for carpeted floors or soft tread for smooth floors. Pneumatic Seat Height Adjustment: Standard cylinder with 5" of travel accommodates average or tall users. Optional short cylinder with 3-12" of travel keeps chair closer to the floor for shorter users.

- **Materials and Finishes-** Polymer shells are offered in eight energizing colors and are made from 100% recyclable material. Trisect seating upholstery provides a high performance, sustainable fabric option to complement the eight polymer shell colors. This EIP antimony-free fabric incorporates Greenshield finish. Additional upholstery options also available upon request.

Seek is a multi-purpose chair designed for today's ever-changing corporate environments that require durability, versatility, and beauty. Its light-weight mobile design is ideal for multi-purpose settings such as adjunct teaming areas, conference rooms, classrooms, training rooms, and cafés.

Its pivoting back allows for natural shifts in posture while intuitively distributing lumbar support. The contoured seat reduces pressure points and evenly distributes weight for long-term comfort.

- **Models and Options-** Designed to move with the body and minimize pressure points; Seek conforms to each user's body movement.

Weight-assisted pivot back technology intuitively provides balance and lumbar support for ergonomic recline. Contoured seat design distributes weight evenly, stabilizing the sitting bones during forward and reclined comfort. Seek has 12 different models to meet your specific needs.

- Arm and Armless models available. The curved shape of the arms accommodates differences in elbow height. The downward curve helps when approaching worksurfaces.
- Casters or glides are available. Glide options include nylon, nickel-plated, or felt. The versatile multi-surface casters are designed for use on hard or soft surfaces.
- Seek offers the ability to stack, to nest, and to nest the stacks for optimum space efficiency. The seat folds up so multiple chairs nest together like grocery carts. Four nested chairs can move or store together in a discrete 37-inches of space. Each additional nested chair adds 5-5 $\frac{1}{2}$ " of depth. Multiple chairs can stack up to four high in a space of 53"H x 28"W x 22"D. Each additional stack of nested chairs adds 15" of depth. A Seek stack height of 4 chairs is recommended for storage density that allows the stacks to nest together. A maximum stack height of 6 chairs should not be exceeded when transporting the stacks of chairs. For maximum stationary storage density, Seek may be stacked up to 8 high.
- Construction- Seek's flexible molded-polymer backrest facilitates heat-reducing airflow. Optional mesh back lets light and air through for added comfort. Seek's polymer shells are made from 100% recyclable color-matched polymers with UV resistance to preserve colorfastness and ensure long-term durability. Allsteel paint finishes (for frames) are formulated for optimum hardness and chip resistance.

Get Set is designed to accommodate a range of work modes, offering the comfort of a work chair and the utility of a side chair. Models and Options- There is a generous, well-padded seat area and option of perforated or padded back support. Its structure flexes naturally to counterbalance body weight. It accommodates regular shifts in seating posture to reduce body fatigue. The design allows a natural recline, with chair arms and seat back moving in unison. Get Set has 2 different models to meet your specific needs.

- Arm and armless models available. The arms curved shape accommodates differences

in elbow height. The downward curve helps when approaching worksurfaces.

- Casters are available on both models to add mobility in training room and multi-purpose applications. The versatile multi-surface casters are designed for use on hard or soft surfaces. If preferred, glides can be specified.
- Get Set stacks or nests with optimum ease and space efficiency. The seat folds up so multiple chairs nest together like grocery carts. Four nested chairs can move or store together in a discrete 42-inches of space. Each additional nested chair adds 7" of depth. Multiple chairs can stack up to four high in a space of 44-5 $\frac{1}{2}$ "H x 24"W x 33"D.
- Construction- Get Set's flexible molded-polymer backrest facilitates heat-reducing airflow. Backrest polymer contains a UV stabilizer to prevent color shift and material deterioration due to exposure to natural sunlight and fluorescent office lighting. The metal frame components are electronically color matched to the polymer backrest to ensure a consistent finish.

Nimble is a high density stacking solution that is both extremely durable and surprisingly comfortable. We use the thickest wire frame in the industry to increase durability. The hidden front support bar, the contoured plastic back and seat along with the flexibility of the frame increase comfort. The clean design will appeal to designers and facility managers alike.

- Models and Options- the Nimble chair is suited for team conference, cafeterias, auditoriums or visitor's chair applications. Nimble stacks 36 chairs high in 66"H by 50"D by 22"W (on a cart). A maximum of 12 chairs can be stacked without a cart with a dimension of 40"H by 33"D by 19-1 $\frac{1}{2}$ "W. The cart is available in black epoxy paint finish with black casters. The cart angles chairs in a neat vertical arrangement that fits through doorways and can be moved by one person. Carts are shipped one per carton.
- Seats and Backs- The seat features a waterfall edge. The backrest features contoured lumbar support to help relieve stress in the spine. The seat and backrest shells are color-impregnated, washable polypropylene with U.V. inhibitors. The plastic shells are easily field replaceable with simple hand tools for long life.
- Custom Colors- The seats and backs can be matched to a custom color. Approval of full-size samples is obtained before the chairs are built. Lead time estimate of 12 weeks after color

approved. A minimum order quantity of 50 chairs is required.

- **Glides-** Nimble offers glide options for different types of flooring. Polycarbonate glide is standard and well-suited for carpet and vinyl flooring. Stainless Steel glide can provide extra protection when used on rough, gritty or hard surfaces (concrete). Felt-covered Polycarbonate glides are recommended for wood, tile or high sheen gloss floor surfaces.

- **Ganging Brackets-** Brackets securely connect Nimble chairs together for a neat, aligned row. The brackets are snapped in place over the chair glide (two brackets per chair). To connect the chairs, snap the bracket from one chair leg to the adjacent chair leg. To disconnect, unsnap the bracket. The chairs stack with the brackets in place.

- **Frames-** The sturdy, 12mm wire frame provides clean lines and excellent strength, ideal for high-density stacking. The chrome or black epoxy powder-coated frame is durable and scuff-resistant and complements any environment. Powder coating is a non-hazardous and solvent-free process which provides an environmentally friendly, baked-on, durable finish. Chrome is recommended for high-intensity stacking applications due to its chip-resistant properties.

g. Describe your work stool options including hard surface types and fabric grades, standard and up charge categories, chemical, soil and fade resistance, recycled content fabric (include recycled content type), type of casters, bases, back and arm and footrest options.

Sum Work Stool features all of the same intuitive, ergonomic adjustments as the Sum work/conference chair with the addition of the Height Adjustable Footring — Sum Stool Travels 8" to ensure users have comfortable support of their feet and legs. The footring has a 20" diameter. Please refer to Sum Work/Conference chair for specifications.

Relate Work Stool is the perfect solution for anyplace where work happens at a standing height position. Relate work stools feature all of the same intuitive, ergonomic adjustments as the Relate work/conference chair with the addition of the Height-Adjustable Footring- the footring travels 8". The footring has a 20" diameter. Please refer to Relate Work/Conference chair for specifications.

Relate four-legged stools are the perfect solution for any application where people prefer a standing height position such as cafés, standing height workstations, touchdown areas, and coffee bars. Relate four-legged stools feature all of the same intuitive, ergonomic adjustments as the Relate work/conference chair with the addition of the following:

- **Models and Options-** Available with mesh*, upholstered* or wood backs. Four-legged stools feature arm and armless models with glides.

- Glides are available in nylon, nickel-plated, or felt options. Please refer to Relate Side chair for specifications.

Trooper Work Stool features all of the same intuitive, ergonomic adjustments as the Trooper work/conference chair with the additions of the following:

- The extended range cylinder travels a full 10". Top position (32") meets design standards for banking operations. The swivel tilt control mechanism allows the chair seat and back to recline 10 degrees. The control mechanism may also be locked in the fully upright position.

- **Height-adjustable footring-** Travels 8". The footring has a 20" diameter. Please refer to Trooper Work/Conference chair for specifications.

Scout Stool reveals a new direction in mid-price seating. The Scout Stool has the same design, comfort and functionality as the Scout Work/Conference chair while offering a perfect solution for anywhere work is done at standing height. Please refer to Scout Work/Conference chair for specifications.

Inspire Work Stool has the same design, comfort and functionality as the Inspire stack chair but does not stack. The base is a black colored composite five-star structure. Dual-wheel casters feature hard tread for carpeted floors or soft tread for smooth floors. Height-Adjustable Footring that travels 8". The footring has a 20" diameter. Pneumatic Seat Height Adjustment: Includes extended-range height pneumatic cylinder with 10" of vertical travel. Please refer to Inspire chair for specifications.

Inspire Four-Leg Stool has the same design, comfort and functionality as the Inspire stack chair but does not stack. Glides are available in nylon, nickel-plated steel, or nylon with felt options. Please refer to Inspire chair for specifications.

5.4 DESKS & TABLES

Finish Selections Core Paint Selections: 9
 Select Paint Selections: 5 Laminates: over 20
 selections, Veneers: Over 18 Edge Colors: 16
 Painted Wood: 6 Landscape Surface Materials:
 over 17 Metal & Plastic Grommets: 14+
 (See Specific Product for available Finish
 applications)

- a. Describe your free standing desks including sizes, number of drawers, types of finishes and materials (i.e. wood, metal), privacy type panels, base and leg/foot options, locking/security, and drawer tracking/glides.

Cadence is made to last with heavy gauge steel construction and metal reinforced laminate worksurfaces. Metal to metal worksurface connection points make the installation and reconfiguration reliable and easy. It has curvilinear worksurface shapes, multiple worksurface edges and a complete paint finishes and laminate offering. It sets up easily and even shares components with DNA or Concensys which simplifies inventory management and extends the functionality of both product lines. Cadence is created with worksurfaces, supports, modesty panels (full or half), and brackets (gussets). Cadence is compatible with the entire line of Allsteel storage (Essentials and Persona). See 5.5 Storage for additional drawer number and storage specifications. solutions and extensions. Cadence is an Xpress Solution and Guaranteed Performance product line. At your request, your order will ship in five days or less. Or choose to have your order arrive at an agreed upon day, time and location (within two hours), guaranteed or we pay. With either program, we make sure that your order arrives complete and on time. Primary Surface widths are 24" d or 30" d to 72" wide in 6" increments in-between, Secondary worksurfaces are 12" d to 72" w with 6" increments in-between, Handed secondary worksurfaces bowed are 24" d to 48" w with 6" increments in-between, Wave Worksurfaces range from 24" L to 30" w to 72" w with 6" increments in-between with width, Bow Front Worksurfaces depth is 30" d and 60", 66" or 72" w, Corner Worksurfaces are 24" or 30" d and 36", 42" & 48" W, Corner Shelves w/flat edge 11" d and 36", 42" & 48" w, Corner Cove Worksurface handed with base dimensions for 60" or 72" w, Peninsulas 60", 66" or 72", P Top

72", Jetty 66" & 72", Boomerang 48" x 72" handed, Reef 66" & 72" handed, Quarter Round 24" x 24" or 30" x 30", D shape 24" or 30", 135 degree Trapezoid 36", 42", 48" & 60", 120 degree Corner 30", 36" 42" & 48", Straight Counter tops 15" d and 24" to 72" w with 6" increments in-between, Corner Counter top 15" d with 24", 30", 36" or 42" W, 135 degree Trapezoid Countertops 36", 42", 48" & 60", 120 degree Corner Countertops 30", 36", 42" & 48", Rectangular Dual Surface worksurface 30" d and 36", 42" & 48" w, Corner Dual Surface 24" or 30" d and 42" or 48" w (note these are height adjustable), Options: pencil drawers and cord covers. Support options: end panels, legs, columns, corner desk leg, bridge kit, return kit, flat brackets, corner with desk panel attachment kit and desk to panel attachment kits.

Align Desking System Mix and match materials such as metal, veneer and Landscape to create an environment that reflects individual style and creativity. Make a splash with bold colors and textures in a open space or stick with a traditional setting in an enclosed office. With this line you may select a veneer top with metal supports or an entirely veneer desking option. The storage options are found within our 5.5 Storage narrative for Align, persona and Essentials. All of which may be used with the design system. You may build your own desk using our metal supports or select form our freestanding typicals. Our Veneer Desk shapes and sizes are: Bow front Double Pedestal Desk(bbf & ff) is 29" h handed 36" d 66" or 72" w, Double Pedestal Desk (bbf & ff) is 29" h handed 36" d and 66" or 72" w, Single Pedestal Desk(b/b/F) 6" overhang is 29" h handed 36" d and 66" or 72" w, Full Height Returns (ff) are 29" h 24" d and 36", 42" or 48" w, Bridges 24" d x 30", 36", 42" & 48" w, Computer Corner 42" ;& 48", Peninsulas Extension w/full modesty panel 30" d x 72" w, P top full modesty panel 30" d x 72" w. Full Bank Credenza Double Peds Hinged Doors 24" d x 66" or 72", Double Lateral Credenzas 24" d x 60" or 72" w, 29" h Kneespace Credenza ff pedestal 24" d x 60", 66" or 72", Single pedestal Credenza(ff) handed 24" d x 66" or 72" w, Single lateral Credenza handed 24" d x 66" or 72" w. Accessories: Center Drawer, pencil tray, box drawer dividers.

Stride is one of the most advanced, flexible systems on the market today and includes a panel system, desking system, free standing casegoods and benching. (See 5.2 Systems)

- b. Describe your conference room tables including sizes (height/width/depth), types of finishes and materials (i.e. wood, metal), bases, and cabling options for audio/visual/computer/electrical component equipment.

Merge Table Line: Consists of Laminate, Fluid Form and Veneer Edge options.

Merge: Power Bay Tables provide an innovative solution for managing technology. Merge Power Bay Tables feature sliding table tops that open to reveal a storage compartment ideal for storing conference room technology such as speaker phones, projectors, laptops, and PDA's. Power Bay Tables are available with conference arc or rectangular shaped tops. One Storage compartment is located beneath the center of each table to provide technology storage. The stage compartment has a ¼" opening when the table top is closed to allow wires and cords for conferencing equipment to remain connected. The compartment has an 11 ½" x 36" or 60" opening when the table top is open to provide easy access to stored items. Storage compartment dimension vary depending on the width of the tables. (See Seating/Table pricer page 120). A PVD Wedge provides power, voice, and data capabilities inside the storage compartments allowing equipment to remain powered and connected at all times. Each wedge is equipped with four electrical receptacles and one 2 11/16" x 1 3/8" opening for two data positions. PVD Wedges include a faceplate with two openings for adapters to allow use of commercially available data terminals and a blank faceplate to fill unused openings. Storage compartments on 72" w and 96" w power bay tables accommodate a maximum of four PVD Wedges. Storage compartment on 120" w power bay table accommodate a minimum of six PVD Wedges. Wedges are equipped with a 72" power cord. Wire manager covers safely conceal wires and cords to and from the stage compartment. The wide variety of material options and base finishes allow power bay tables to integrate seamlessly into any space. Table tops are available in laminate, fluid form or veneer. Laminate table tops are available with flat or knife edge treatments. Fluid form tops are available with eased edge treatments. Veneer tops are available with

square or knife edge treatments. Cast aluminum table bases are available with painted or polished aluminum finishes. Polished aluminum models feature black vertical columns and stretcher bars. Sizes are available in two shapes: rectangle or conference arc and three sizes (42" d x 72" w, 96" w or 120" w.

Merge Standard Tables offer a wide selection of table tops and bases in a variety of materials and finishes for use in multiple applications. Standard table tops and bases are specific separately. Standard table tops are round (30", 36", 42" & 48"), conference end (24" & 30"), conference corner (24" & 30"), bean (24" x 48" & 30" x 60"), square (30" x 30", 36" x 36", 42" x 42" & 48" x 48"), D-end (30" x 48"), rectangle (24" x 36", 24" x 48", 24" x 60", 24" x 72", 30" x 48", 30" x 60", 30" x 72", 36" x 48", 36" x 60", 36" x 72", 36" x 84", 36" x 96", 48" x 60", 48" x 72", 48" x 74", 48" x 84", 48" x 96"), conference oval (36" x 72", 42" x 84", & 48" x 96") and conference Arc (36" x 72", 42" x 84" & 48" x 96"). Seated Height Table Bases and Leg options' base (sm, med & lg), X base (lg, md, with powered options), Disc Base (with or w/o power), Post Leg (lift and release). There are wire management cover options. For standing height tables.

Pop Up power/grommet options are available. They allow you to remain powered and connected by providing two electrical receptacles and two data positions per pop up power caddy. This includes two openings for adapters to allow use of commercially available data terminals and blank faceplate adapters to fill unused openings. The pop up power caddy has a cord that is 120" long.

Get Set Table is a highly efficient, go anywhere learning furniture solution. Its bold functionality facilitates super fast setups and user empowered quick changes to serve a variety of learning modes. Get Set's easy, intuitive, purposeful design empowers users to handle the everyday demands of setting up, reconfiguring, and cleaning up when the day is done. Simple styling and elegant product design allow tables to be used anywhere from the multipurpose meeting room to the conference room. The quick release nesting mechanism is a one step squeeze of both handles that are easy to locate and operate. nesting tables don't require any lifting and can be moved by a person of the smallest stature. It has the freedom to have a non dedicated room to support multiple functions. Five tables can be nested in 48" of

space. Collapse folding tables down to 4" thick and easily cart 6 of them away on a table truck. Lightweight top models reduce table weight by up to 25%. Soft urethane tread casters for quiet motion and durability, wave shaped edge detail and T base design optimizes user leg space on all four sides of the table. Nesting mechanism is simple. Integral carrying handles make it easy for one person to transport. Integral bumpers protect tables when in nested or folded position. Table truck has soft user grip handles and protective bumpers to prevent damage to tables and walls during transport. Get Set tables have power electrical and data capabilities. Sizes range from 18" d to 72" w depending on the features you select. There are also Trapezoid, half round and worksurface extension and modesty panel options available. Table trucks, CPU Hammock, cable management and ganging brackets accessories are available.

- c. Describe your small office or side tables including sizes (height/width/depth), types of finishes and materials (i.e. wood, metal), locking/security and bases.

Merge Standard Tables (see answer to Question B)

Merge Adaptable Tables convert any space (private office, workstation etc.) into a meeting space. Adaptive Tables lift, lower and dock to provide optimal versatility. They are available with round or square table tops in 36" D or 35" x 36". Laminate, veneer or fluid form edge options. They feature a self centering drop leaf and height adjustable table top allowing the table to effortlessly dock next to existing worksurfaces. Simply drop the leaf, adjust the height and dock. The drop leaf is designed to tuck under the worksurface while docking to provide a seamless transition from worksurface to table. They feature a gas cylinder to provide quiet, smooth movement. Pull the height adjustment lever and push down on the center of the table top to lower the height of the table. To raise the height simply pull the height adjust lever beneath the edge of the table top and the table will automatically rise. Release the height adjustment lever to set the table height. They adjust from 26" h to 33" h. Have a 4 star base with locking casters.

Merge Height Adjustable Tables feature a gas cylinder, similar to the Adaptive Tables, to

provide smooth, quiet height adjustment. They are available with round, conference end, conference corner and square tops (see answers to question B for additional detail and sizes). Table adjust from 26" h to 33" h.

- d. Describe your training tables including sizes (height/width/depth), types of finishes and materials (i.e. wood, metal), bases, mobility, fold ability, storage and transportation options, and cabling options for audio/visual/computer/ electrical component equipment.

Allsteel's Merge Tables offer a wide selection of table tops and bases in a variety of materials and finishes for use in multiple applications (conference, small office or side table, training and dining). Therefore you will notice these table solutions will fall into several of the solutions for noted questions depending on the line selection.

Merge Power Bay Tables (See answers to Question B and C)

Get Set (See answers to question B)

- e. Describe your dining room tables including size (height/width/depth), type of legs or bases, types of finishes and materials (i.e. wood, metal), mobility, fold ability, storage and transportation options.

Allsteel's Merge Tables offer a wide selection of table tops and bases in a variety of materials and finishes for use in multiple applications (conference, small office or side table, training and dining). Therefore you will notice these table solutions will fall into several of the solutions for noted questions depending on the line selection.

Merge Standard Tables (See answers to questions B & C)

5.5 FILING, STORAGE, & CASE-GOODS

Finish Selections (See page 467 of pricer for specific model application) Core Paint

Selections: 9 Select Paint Selections: 5 Pull Selections: 4 Lock Color: 2 Laminates: over 20 selections, Veneers: Over 18 Edge Colors: 16 Painted Wood: 6 Landscape Surface Materials: over 17

- a. Describe your filing cabinets, sizes, number of drawers, options for lateral, vertical, types of finishes and materials (i.e. wood, metal), ganging, locking/security, counterweights, and drawer tracking/glides.

Vertical Files: Metal, A980, A990 & A940 Case Widths: 15" letter and 18 ¼" legal, Case Heights: 2 H 29", 4 H 51" & 5 H 60", Case Depth 28 ½", High drawer Sides, Front to back Filing Standard, Three part telescoping, ball bearing slide, Lock Option standard with removable lock core yes with special key, 6 vertical uprights, Label Holder with each drawer, Adjustable follower block standard, Paint Finishes: Core Options, baked enamel over phosphatizing prime rust proofing treatment, Steel gauges from 18 – 23. Filing space front to back A980 & A990 27" & A940 25", Glides, Counterweights.

Lateral Files Common Features: Case Widths: 30", 36" & 42", Case Depth 18", 4 Pull Styles, Drawer Interiors 12", Lock Options: lock standard, omit lock core: Optional, Master Keyed Lock standard, Removable Lock Core: Yes with special key, Dual side locking standard, Double Bottom, Hex Head Glide for easy inside file leveling with side knockouts for ganging, Magnetic label holder with each drawer, Filing Options: Letter, A4 & legal side to side and front to back. Drawer interlock prevents extension of two or more drawers at a time. Baked enamel over phosphatizing prime rust proofing treatments

Essentials Lateral File: Metal. 2H 27 ¼" & 28", 3 H 39 1/8", 4 H 51 ½" & 5 H 64 ¼", 12" roll out shelf w/receding door. Heavy duty telescoping ball bearing slide, suspension extension 17", ball bearing per slide 40,

Persona Lateral File: Metal. 2 H 27 ¾", 3 H 39 ¾", 4 H 52 ¾", 5 H 64 ¾" & 6 H 76 ¾", 12" roll out shelf with receding door or 13" fixed shelf with receding door. Extra heavy duty accuride

telescoping steel ball bearing slide, suspension extension 17 ½", ball bearings per slide 44. Adjustable back to accommodate paper sizes filed side to side 12", 13" shelves: letter, A4 and legal.

Align Lateral File: Metal or Wood Options. 2 H 27 ½", 3 H 39 ½", 4 H 51 2 ½" & 5 H 67 5/8". 16" fixed shelf with hinged doors. Extra heavy duty accuride telescoping steel ball bearing slide, suspension extension 17 ½", ball bearings per slide 44. Adjustable back to accommodate paper sizes filed side to side 12", shelves: letter, A4 and legal

Essentials Personal File: Metal. Options: Dimensions for all options: 28" h x 30" w x 18" d two open shelves or two shelves with doors, open shelf with lateral drawer, lateral drawer with 2 box drawers and 1 file drawer, one shelf closed door with BBF or FF on either side. 3 pull options, Heavy duty telescoping ball bearing slide, Drawer interlock prevents extension of two or more drawers at a time, Lock Standard, Omit Lock Core Optional, Master Keyed Lock Standard, Removable Lock Core Yes with special key, Dual Side Locking Yes, Counterweights Standard, Letter, A4 & Legal, Baked enamel over phosphatizing prime rust proofing treatment. 3 pull styles, Heavy duty telescoping ball bearing slide, Counterweights Standard, Filing Options: Letter, A4 & Legal, Lock standard, Omit Lock Core Optional, Master Keyed Lock Standard, Removable Lock Core Yes with special key, Dual side locking Yes,

Align Personal File: Metal case w/metal fronts 2 high BBF/Lateral, FBB Lateral, BBF & FF, FBB & FF Dimensions: 27 ½" h x 30" w x 18 ¼" d. Metal case w/metal fronts 3 high BBF, FF & Lateral, FBB, FF & Lateral. Dimensions: 39 ½" h x 30" w x 18 1/4 d, Metal Case w/veneer Fronts 2 high BBF & Lateral, FBB & Lateral, BBF & FF, FF & BBF options. Dimensions: 27 ½" h x 30" w x 18 1/4" d, Metal case w/veneer Fronts 3 high, BBF, FF & Lateral, FBB, FF & Lateral Dimensions: 39 ½" h x 30" w x 18 ¼" d, 4 pull styles, Heavy duty telescoping ball bearing slide, Counterweights optional, Filing Options: Letter, A4 & Legal, Lock standard, Omit Lock Core Optional, Master Keyed Lock Standard, Removable Lock Core Yes with special key, Dual side locking yes on lateral. Paint core Baked enamel over phosphatizing prime rust proofing treatment,

Combination Files & Storage Cabinets

Essentials: Metal. 64 ½" h x 30" or 36" w x 18" d 2 shelves w/2 lateral drawers. 39 ½" or 64 ¼" h x 36" x 18" d 2 – 4 shelves with doors. Core paints, baked enamel over phosphatizing prime rust proofing treatment. Drawer Interlock prevents extension of two or more drawers at a time, Lock standard Omit Lock Core Optional, Master Keyed Lock Standard, Removable Lock Core Standard, Removable Lock Core yes with special key Dual side locking yes, Heavy Duty Telescoping ball bearing slide label holder for every drawer, Hex head glide for easy inside file leveling, side knockouts for ganging, counterweights standard.3 pull styles

Persona: Metal. Storage Cabinet 27 ¼" h – 64 ¼" h x 36" w storage cabinet with hinged locking doors; adjustable shelf or shelves depending on height. Coat Rod converts storage cabinet to wardrobe. Combination File Metal with heights from 52 ½" to 64 ½" and 30" w, 36" w, 42" w x 18"d, options for fixed and adjustable shelves, open, hinged and sliding doors and 12" sliding drawers. Core and Select paints, baked enamel over phosphatizing prime rust proofing treatment. Drawer Interlock prevents extension of two or more drawers at a time, Lock standard Omit Lock Core Optional, Master Keyed Lock Standard, Removable Lock Core Standard, Removable Lock Core yes with special key Dual side locking yes, Heavy Duty Telescoping ball bearing slide label holder for every drawer, Hex head glide for easy inside file leveling, side knockouts for ganging, counterweights standard 4 pull styles.

Align: Metal and Metal with veneer faces..51 ½" to 67 5/8" h x 30", 36", 42" x 18 ¼" d, Options: Fixed & adjustable shelves, open, hinged door, landscape door, 12" drawers at base. Core and Select paints, baked enamel over phosphatizing prime rust proofing treatment. Drawer Interlock prevents extension of two or more drawers at a time, Lock standard Omit Lock Core Optional, Master Keyed Lock Standard, Removable Lock Core Standard, Removable Lock Core yes with special key Dual side locking yes, Heavy Duty Telescoping ball bearing slide label holder for every drawer, Hex head glide for easy inside file leveling, side knockouts for ganging, counterweights standard 4 pull styles

Align: Veneer. 51 ½" h to 67 5/8" h x 30" & 36" w x 20" or 24" d. Options: Fixed & adjustable

shelves, open, hinged door, 12" drawers at base, landscape door. Core and Select paints, baked enamel over phosphatizing prime rust proofing treatment. Drawer Interlock prevents extension of two or more drawers at a time, Lock standard Omit Lock Core Optional, Master Keyed Lock Standard, Removable Lock Core Standard, Removable Lock Core yes with special key Dual side locking yes, Heavy Duty Telescoping ball bearing slide label holder for every drawer, Hex head glide for easy inside file leveling, side knockouts for ganging, counterweights standard 4 pull styles

Reach is an innovative workplace solution of versatile office furniture that addresses the primary concerns of today's office environments by looking at storage and space in a new way. It's a smarter solution that makes storage more active, people more productive, offices more open, and worksurface more workable. In addition, because a Reach workstation is so open, so efficient, and so dense with storage, Reach's unique benefits extend beyond the individual office to space planning, interior design and facility management. A more compact space actually feels bigger and works better.

In traditional panel systems, storage sits on the floor or hangs off the wall. Reach uses storage to create the wall. A spine or wing wall is built with a bottom and top cell to create customized storage components, including files and drawers, doors, and an array of finishes for the back of t storage units allow you to create a distinct and cohesive statement throughout your entire office.

Reach integrates with Allsteel's Terrace DNA and Stride panel systems resulting in a uniquely functional, durable and spacious office environment. Because you do not need panels to support or conceal storage, they can be lower, letting in more nature light and air. Or, you can do away with panels altogether, and create a completely open design-driven environment by using Reach with Merge or Get Set freestanding tables and Stride screens or Get Set modesty panels.

Without pedestals to take under desk space and overheads to hang from above, worksurfaces can be set at whatever height is most comfortable and productive. With functional storage so close at hand, worksurfaces can be cleared for work.

Reach has exceptional power and data capabilities. With power at base pathway and beltline, and at multiple locations inside the storage units, equipment and electronics can be taken off the worksurface. Specify storage with tambour door and create the perfect place to power or recharge technology gadgets behind closed doors and out of eyesight.

Optional accessories further enhance the functionality of Reach. Additional shelves within shelves get files and piles off the worksurface while keeping them top of mind and close at hand. A pull out shelf provides additional worksurface space for overflow projects and easy access to technology and peripherals.

Top Level Modules come in Tambour, Open, Ready for Hinged Door/ Open, Flipper/Open in 15" h or 30" h ported or non ported

Bottom Level Modules come in 2 lateral files/draft drawer, open shelf, drawers/door, 50" h add 15" h Tambour or Open, 65" h add 30" h Tambour Open or Hinged Door/Open, 50" h or 65" h two sided ½ depth, Integrated Wardrobe can be handed and is available in 42" or 48" w and Wardrobe is 24" w, Depths are 9" – 30", Extra Heavy Duty Suspension and telescoping steel ball bearing slide, Lateral drawer interlock, Hex head Glide

- b. Describe your wardrobe/storage cabinet size (height/width/depth), number of shelves and options, types of finishes and materials (i.e. wood, metal), locking/security, and counterweights/mountable options.

Essentials Personal Towers: with BBF and FF 48 1/2" & 64 1/4" H x 24" D x 24" W. BBF & FF can be on either side of wardrobe. 3 locks secure all drawers and doors, 4 Hex head leveling Glides, File and Box Drawers contain single side locking, Telescoping ball bearing slides, Core removable locks, can be shipped with lock cores removed; cores can then be field

installed, can be keyed alike w/lateral, pedestals and overhead cabinets, 3 pull styles, door/drawer fronts are square and extend fully across the case. Base plate is recessed. Metal construction, Wardrobe and cabinet door both contain European style hinged door. Option to have an open side shelf.

Align Metal Personal Towers: Available w/veneer fronts. 3 H 38 1/2" x 24" x 24" d, 4 H 51 1/2" x 24" w x 24" d, 5 H 67 5/8" h x 24" w x 24" d. Interior Shelf Opening Dimensions: Wardrobe Width: 7 1/8", Depth 23" and Height 35 7/8" – 58 7/8", Cabinet Width 13 5/8", Depth 23" Height 12 1/2" – 35", Side Access Width 22 1/2", Depth is 13 1/4" Height 11" – 33 1/2". options for wardrobe with 3 file drawers on either side, 2 file drawer and 2 box files on either side, BBF plus cabinet on either side, cabinet, double Wall Drawer Front Construction, Full Front Drawer Design, Optional Veneer Fronts Available except on side access models, can have side access, 4 pull styles, Extra heavy –duty telescoping ball-bearing slides, Files can be shipped w/lock cores removed; cores can be filed installed or keyed alike with pedestals and overhead cabinet, durable baked enamel finish is applied over rust inhibiting phosphate pre treatment, Core Removable Locks, 4 Hex head leveling slides, fully enclosed bottom, have 1 lock that secures all doors and drawers, mechanism inhibit roll out of more than one drawer, either sequentially or simultaneously, wardrobe and cabinet door both contain European style hinged door, file drawers can accommodate front to back and side to side filing., order hanging frames separately. Hanging frames are compatible with metal case/metal front and metal case/wood front models.

Align Veneer Personal Towers: 5 H 67 5/8" x 24" w x 24" d. Wardrobe, Cabinet and choice of BBF or FF drawer on unit. Drawer alignment matches Align Lateral Files; Drawer front extends fully across the case. 3 pull styles which will allow for matching with other storage solutions, Extra heavy duty telescoping ball bearing slides., Partially open drawers will automatically retract when other drawers are opened due to the interlock being incorporated into the slides., Files can be shipped with lock cores removed; cores can then be field installed after files are placed. Lateral can be keyed alike with pedestals and overhead cabinets. Clear grain veneer has a consistent straight grain pattern. Natural veneer features variations in

grain pattern and tone. Core removable lock feature allows key number to be easily changed in the field. Units have two locks. One secures non wardrobe door and the other secures all drawers. Wardrobe door does not lock. The mechanism inhibits roll out of more than one drawer, either sequentially or simultaneously. European Hinges, file drawers can accommodate front to back filing. File compressors come standard. 4 hex head leveling glides can be adjust from the outside of the case. Leveling can be done even when the file is fully loaded. Range is 1/1/4".

- c. Describe your bookcase(s) including size (height/width/depth), number of shelves and options, types of finishes and materials (i.e. wood, metal), locking/security, and counterweights/mountable options.

Persona: Case Widths:30" or 36", 2 H 39 3/4", 4 H 52 3/4", 5 H 64 3/4", Case Depth 18", Shelf Depth 15 1/4", Shelf Adj 2", Glides and side knockouts for ganging, shelf clip,

Essentials: Case Widths 34 1/2", 36", 2H 29", 4H 41", 5 H 47", 59", 71", 81", Case Depth 12 5/8", 18" Shelf Depth 12 1/8" & 15 1/4", Shelf Adj 12 5/8"D - 1/2" & 14 1/4" - 2",

Both lines are Metal construction with baked enamel over phosphatizing prime rust-proofing treatment, have glides and side knockouts for ganging

Align: Veneer Construction, 3/4" thick top, Chassis 3/4" thick, 3 ply panels, vertical grain, fully finished back. Shelves 3/4" thick, adj in 1/1/4", Glades w/11/8" adj., 20" D shelves, 2H 39 1/2", 3 H 52 1/2", 4 H 67 1/8"

Align: Metal Construction, 30" & 36" W, 18 1/4" D, Adj Shelves are 15 1/4" D, Adj in 2" increments. 1 H 39 1/2", 2H 51 1/2", 3 H 67 5/8", double sided wall construction. Laminate and veneer tops available.

- d. Describe your pedestal files including size (height/width/depth), number of drawers, fabric grades, standard and up charge categories, soil and fade resistance, recycled content fabric (include recycled content type), mobility, type of casters, types of finishes and materials (i.e. wood, metal), locking/security.

Allsteel seating fabrics can be cross-functional, meaning they can work in any environment: office, healthcare, education, and other high traffic areas. They can offer cleanability, abrasion resistance, anti-microbial properties, and moisture resistance if needed. We offer 14 different grades and within each grade there are 5-10 different families of fabric in a variety of colors and finishes. Our fabrics include pre- and post-consumer recycled content. Please refer to page 195 of the Seating & Tables Price List to see our seating upholstery & finishes.

Environmental Data Sheets (EDS) provide basic responses to the most frequently asked questions about Allsteel's products, recycled content, environmental performance, and commitment. EDS are available upon request on all Products.

Essentials Basic: Metal Case Width 15", Case Depth Support 19 7/8", 22 7/8" Mobile 19 7/8", 22 7/8", 3 pull styles. Suspension: steel, Extension box 75% & File 90%, Steel gauge 18. Counterweights: needed to convert support to freestanding; included in mobile. Accessories Compressor, Pencil Tray, Box Dwr Divider and & Cross Filing are optional. Paint: Baked enamel over phosphatizing prime rust proofing treatment.

Essentials: Metal. Case Width FS/Support 26 7/8", 28" Suspended 19 1/2", Mobile 22 1/2", 26 7/8" & 28", Case Depth FS/Support: 19 7/8", 22 7/8" & 28 7/8" Suspended: 19 7/8" & 22 7/8", Mobile: 19 7/8". 22 7/8" & 28 7/8", 3 pull styles. Suspension: Steel, ball bearing, Extension Box 90% & File - Full, Steel gauge 18. Counterweights: Needed to convert support to freestanding; included in mobile. Accessories: Compressor, Pencil Tray, Box Drawer Divider included with Cross Filing Optional. Paint: Baked enamel over phosphatizing prime rust proofing treatment. Laminate top option

Persona: Metal. Case Width 15", Case Height: Support: 28 1/8", Suspended: 19 3/8" & 25 3/8", Mobile: 23 3/8" & 29 3/8", 3 Pull Styles. Suspension Steel ball bearing slides, Full Extension 16 gauge steel. Counterweights needed to convert support to freestanding; included in mobile. Accessories: Compressor, Pencil Tray, Box Drawer Divider included with Cross Filing Optional. Paint: Baked enamel over phosphatizing prime rust proofing treatment. Seat cushion, veneer top, laminate top options.

SECTION 5: PRODUCT QUALIFICATIONS

BID TO11013

Align: Metal or Veneer. With landscape front option. Case Width 15", Support: 28 1/8", Mobile: 20 1/2" & 26 1/2" Case Depth: Support: 23 1/4" & 29 1/4" Mobile: 23 1/4" & 29 1/4" 4 pull styles, I = metal only and J veneer only. Steel ball bearing slides, full extension and 16 gauge steel. Counterweight: needed to convert support to freestanding; included in mobile. Accessories: Compressor, Pencil Tray, Box Drawer Divider included with Cross Filing Optional. Paint: Baked enamel over phosphatizing prime rust proofing treatment. Seat cushion, laminate top or veneer top options

6.2.1 ENVIRONMENTAL

1. Has your firm made a public commitment to environmental sustainability? If so, provide details for the following:
 - a. Description of the measurements that are employed and how they are reported.

Allsteel's environmental management system is fully aligned with ISO 14001, but is not certified. We use the 14001 "plan, do, check, act" model and a well organized system that builds on our culture of Rapid Continuous Improvement. We also provide integration of safety and environmental management into mainstream manufacturing (which 14001 does not do). We believe all systems work better when they are tightly integrated across the company's business structure.

HNI's environmental and safety management system (ESMS), implemented in 1992, assures that environmental impacts are being considered at each change in material and/or process. The ESMS seeks to standardize the management of routine environmental change and leverage member creativity to provide innovative improvements to our environmental performance.

Corporate staff members developed training modules covering applicable environment requirements and best practices. The modules are essentially self-audit protocols organized into a rotating twelve-month program using key reporting dates as anchors. In addition, the complete program is available through our company's intranet allowing immediate and continuous access to reference information. The program provides classroom and online instruction with workbook and homework assignments. Each facility manager certifies completion of the self-audits each quarter.

Structurally, we have Environmental Health and Safety members in our manufacturing sites who assure our compliance, a corporate Environmental and Safety Manager at HNI (Allsteel's parent company) who shares information and innovation among our sister companies, and a Sustainability Manager, who works with Allsteel members and customers on environmental education and other projects.

Allsteel is ISO 9001:2008 certified.

- **Durability-** Allsteel furniture is designed to be durable and refreshable for long use, which is the most environmentally positive attribute of a product. When a product is durable, then fewer

resources must be extracted to make and transport new replacement products.

- **Rapid Continuous Improvement: Reduce/Reuse/Recycle-** Allsteel's culture of rapid continuous improvement (RCI), introduced to HNI as Kaizen in 1992 and to Allsteel 1998 (after becoming part of the HNI family of companies), drives us to find the most efficient ways to use materials and energy in production, then to recycle what cannot be used. Examples include the changing of painting methods from wet paint to powder coating for most products. Members (Allsteel employees) are empowered to constantly seek ways to improve our methods and drive out waste. HNI Corporation worked with the U.S. Environmental Protection Agency to share our experience using RCI to write the EPA manual Lean and Environment Toolkit. Allsteel won a Green Good Design award in 2009 for its lean & green production methods.

- **CO₂ emissions reductions/climate change-** Allsteel uses the USEPA Greenhouse Gas Equivalency Calculator to evaluate impacts of manufacturing, energy use, product transport, and landfill avoidance on global climate change. We buy certified renewable energy credits (RECs) for the amounts of energy used for many of our new resource centers and products. We are beginning the process of implementing geo-exchange (similar to geothermal) for heating and cooling our manufacturing site. Our headquarters office has two solar "sunflowers" collectors that generate enough electricity to power 40 laptop computers.

- **Packaging/Transport-** Allsteel has drastically cut the amount of packaging material used to ship products; reducing waste, allowing more products per truck, and decreasing the number of trucks on the roads and the amount of fossil fuel used. We have worked with our suppliers to institute the use of reusable containers, replacing disposable packaging, and have rerouted trucks to maximize fuel efficiency. Packing materials, such as corrugate, required to protect product is of recycled content and can be recycled.

- **Greening our Suppliers-** Allsteel's domestic and international suppliers must agree to a Code of Conduct regarding their environmental and social impacts. Allsteel strongly encourages participation of its suppliers in USEPA's Green Suppliers Network program. Our Asian suppliers are participating in an innovative program to improve their impacts on the environment and their workers.

- **Product Care and Fate-** Allsteel cleaning instructions are provided with products, most of which can be cleaned with simple, non-toxic products and can later be refreshed with new finishes for continuing use. Allsteel is expanding its programs to deal with furniture once it has reached the end of its useful life by sharing disassembly diagrams, identifying recycling facilities, and working out arrangements to help clients get furniture to off-site recycling facilities.

- b. Provide the number of product lines available by your firm, and the number of product lines that are certified as compliant with ANSI/BIFMA e3-2008 Furniture Sustainability Standard at level@ 1 or higher?

Allsteel's current products were certified at level-2 in early 2010. Certification lasts for three years unless seeking a higher level sooner, as Allsteel is doing in 2011. Systems products are currently (as of May 2011) being evaluated for both recertification (they were originally certified in 2008) and the pursuit of level-3 certification. The new Stride bench is going through its first evaluation with level-3 predicted. All upcoming new products will be submitted for certification at the appropriate time in their development process. Rather than "cherry pick" the easiest products to certify, Allsteel is on schedule to achieve level-3 certification for all of its products by the end of 2011 or beginning of 2012.

- c. List all third party certification programs that your firm has achieved and the level of compliance.

Allsteel, as part of the HNI Corporation family of companies, adheres to the Federal Trade Commission's Part 260 *Guidelines for the Use of Environmental Marketing Claims*. We also use the following third party certifications of our environmental claims to protect our credibility and avoid greenwashing:

- **Leadership in Energy and Environmental Design (LEED) certifications and expertise-** Allsteel believes in meeting the same requirements as our clients so we seek certification of our new showrooms to LEED for Commercial Interiors, with three silver awards and three gold awards (including one in Toronto) currently. We have registered our headquarters office and our factory to seek LEED for Existing

Buildings certification. Allsteel has a large staff of LEED Accredited Professionals who can advise clients seeking LEED certification for their projects.

Allsteel furniture can support a number of LEED for Commercial Interiors (LEED-CI) (the rating system where furniture fits best) credits due to the materials used and the expertise of our LEED APs to design with LEED certification in mind. Our products are tested for emissions by an independent laboratory to meet the requirements of LEED-CI EQ 4.5 and our Environmental Data Sheets (EDS) make it easy to know the amount of recycled content contributed to MR 4. We have energy efficient task lighting (EA 1.1) that can be individually controlled (EQ 6.1). Our design team can help to select furniture that will support "daylighting" and seated views (EQ 8.1 and 8.2) credits. FSC certification was completed in June 2010, adding MR 7 to the credits we support.

- **Indoor Advantage and Indoor Advantage Gold certifications from Scientific Certification Systems (SCS)** - Allsteel furniture is tested by an independent, qualified laboratory (Berkeley Analytical Associates), then the results are certified by SCS as Indoor Advantage, meeting the requirements of LEED for Commercial Interiors EQ 4.5: Low Emitting Materials: Systems Furniture and Seating (Option 3). Option 3, the BIFMA method, is the most accurate method for evaluating the formaldehyde and other volatile organic chemicals (VOC) emissions. Allsteel's particle board meets the California Air Resources Board (CARB) rules on formaldehyde content.

http://www.allsteeloffice.com/AllTogetherNow/Indoor_Air_Quality.aspx

- **level™-2 certification from Scientific Control Systems (SCS)-** Refer to 6.2.1.1.b for details.

- **Forest Stewardship Council (FSC) certified wood-** In recognition of the importance of sustainable harvesting practices in the timber industry, Allsteel became certified to handle FSC certified wood for its products during the second quarter of 2010. Most of Allsteel's wood suppliers are now certified and many sources have been certified in other programs previously. Allsteel's veneer comes from its sister company, Gunlocke, which is also FSC certified. All wood used by Allsteel is CITES compliant.

6.2.2 ENVIRONMENTAL

2. Has your firm conducted a Life Cycle Assessment(s) (LCA)? If so, provide the most recent LCA summary report (results) and detail any efforts or achievements made to improve your firm's performance since the completion of the most recent LCA report. A full report is not requested.

Summary of Life Cycle Assessment Work at Allsteel

Status as of June 30, 2011

Process

While the science, methodologies, and available data for the conduct of Life Cycle Assessment (LCA) continue to evolve, Allsteel and parent company, HNI Corporation, are proceeding with ground-breaking work in LCA development. Many companies claim to have done an LCA on their products, but the complexity of the process allows for extreme deviations so the results cannot then be compared from product to product or company to company. HNI is leading the development of a standard procedure for the office furniture industry so that buyers will be able to make such comparisons in the future.

Allsteel and HNI are incorporating nationally and internationally recognized procedures, studies, and databases in the work to define the LCA process steps for the industry's impacts on materials and energy. These include the e3-2010 Furniture Sustainability Standard's LCA components, the four components of ISO 14040 and 14044, the Inventory of Carbon and Energy of the University of Bath, the USEPA Climate Leaders Greenhouse Gas Inventory Protocol, the End-of-Useful Life defaults from the USEPA WARM model, and other publicly available resources. The scope will include materials and energy. The methodology, resources, and findings will be reviewed by an outside, unbiased expert in LCA.

Some of the challenges of this process include the complexity of modern office furniture, the drawing of boundaries of analysis, and methods

of quantification of commodity material impacts. Materials such as drywall or paper are relatively simple in the number of materials and their sources compared to today's complex office furniture with its many components, materials, and supply chains. It is important, when comparing LCAs for products, that the boundaries of review are the same. For example, when evaluating transportation energy, should the energy used by employees to drive to the extraction, processing, or manufacturing sites be included in the assessment? Component materials such as plastic could be from petroleum extracted in Texas or Saudi Arabia—or from recycled content of unknown origins. There are many questions that must be clearly defined for results to be credible and comparable.

Status of Project

Allsteel has undertaken most of the steps described above and will soon be ready for the outside review of method and findings.

Initial Findings

Similar to findings in other product assessments, the HNI/Allsteel project has found that the largest impact in the life cycle of a product is the extraction/harvesting of raw materials from the earth. This impact is typically larger than the impacts of manufacturing, transportation, consumer use, and end of life handling added together.

Resulting Changes

Although the third party expert review of our process and findings is important, Allsteel has not taken a "wait and see" approach regarding changes to be made. As part of our culture of Rapid Continuous Improvement and our participation in the U.S. Department of Energy's pilot program for ISO 50001 (energy management) certification, we have been on a quest to decrease energy use from our manufacturing processes and site for several years.

The findings regarding the impact of materials extraction make it clear that all manufacturers must find ways to increase their use of recycled content materials to decrease the need to extract virgin materials. Consumers must play a role by seeking durable and long lasting products, encouraging (through their purchasing power) products with higher recycled content, and making certain that they recycle as much of the products they use as possible in order to make their materials available for remanufacturing rather than landfilling.

The findings will reinforce Allsteel's work to be as efficient in our materials use as possible and to increase the recycled content of the materials currently used to make our products. Recycled content metals have been available and tested for durability in the past, but increasing the recycled content will require further testing to assure that increases do not negatively impact durability or performance of the product, another important environmental consideration. The use of increased recycled content plastics will require considerably more research, development, and testing to find acceptable materials.

Allsteel currently encourages customers to get furniture recycled at the end of its useful life by providing disassembly diagrams and matching customers with organizations who can effectively assure maximum recycling of old products.

6.2.3 ENVIRONMENTAL

3. Has your firm had any breaches of environmental, health, or safety standards within the past 12 months? This includes fires, explosions, industrial accidents, hazardous releases, or other health and safety incidents at any of the firm's facilities. If so, provide details (including but not limited to date of event, quantitative extent of damage, environmental effects, and corrective action plan and success rate) of all breaches.

The HNI Member Safety Program Policy articulates HNI Corporation's Safety Philosophy which is implemented through a well-defined set of Action Items assigning responsibilities, and requirements for maintaining a safe workplace, effective injury management, and organizational structure.

Allsteel has a "Disaster Recovery" plan that will be implemented upon occurrence of such an event. These plans are available upon request.

Allsteel has not had/been involved in a major incident including explosions, industrial accidents, or hazardous releases. We are reporting our Total Recordable Incident Rate. As a furniture manufacturer, Allsteel is covered by OSHA 1910 regulations. Allsteel's TRIR should be compared to the US Bureau of Labor Statistic NAICS average for office furniture manufacturing of 6.8. OSHA 300 logs are available and will be supplied if requested. Please refer to the table below for further details.

	Year: 2007	Year: 2008	Year: 2009
	Number of Cases	Number of Cases	Number of Cases
Injury Related Fatality - Employees ¹	0	0	0
Employee occupational injuries resulting in lost time	.16	.23	.17
Employee occupational injuries resulting in medical treatment	2.6	2.4	2.6
Employee total Work Hours per Year	CBI	CBI	CBI
Injury Related Fatality - Contractor / Subcontractor ¹	0	0	0
Contractor / Subcontractor occupational injuries resulting in lost time	CBI**	CBI**	CBI**
Contractor / Subcontractor occupational injuries resulting in medical treatment	CBI**	CBI**	CBI**
Contractor / Subcontractor total Work Hours per Year	CBI**	CBI**	CBI**

¹ List the total number of fatalities that result from occupational injuries or illnesses. Deaths that occur in the workplace but are not the result of occupational injuries should not be included.

**The Subcontractor has not been determined at this time.

4.6 FIRM

a. Provide a brief history of your firm including the following:

1. Number of years manufacturing and marketing the Office Furniture product categories being offered in response to this RFP.

Allsteel was established as the All-Steel-Equip Co. in 1912. An early entrant in the fledgling power industry, All-Steel-Equip produced metal enclosures used by electrical contractors. The company later produced lockers and steel cabinets which were popular accessories in office environments. Near the end of the Great Depression, the product line expanded to include vertical files. When steel became readily available after World War II, Allsteel introduced a line of steel desks. Described as "knock down" in design, these modular units could be custom-configured at the dealership to meet a myriad of individual requirements. In 1967, the lateral file was created by B.K. Johl (later to be known as Allsteel of Canada).

The HNI Corporation acquired Allsteel in 1997. Founded in 1944, the HNI Corporation is the second-largest office furniture manufacturer in North America, and the nation's leading manufacturer and marketer of gas- and wood-burning fireplaces.

Today, Allsteel Inc. manufactures of a full line of contract office furnishings, including systems (1979 – 32 yrs), seating (1953 – 58 yrs), casegoods (1936 – 75 yrs), desks/tables (1947 – 64 yrs), and accessories. In addition we provide, in conjunction with our Servicing Partners, a full range of services including space planning, specification, installation, warehousing, inventory management, asset management, corporate standards programs, e-commerce, buy-back, and project management services.

2. Number of separate product lines available in each product category.

Allsteel has thirty-two (32) different product lines to offer and three (3) major product lines set to release later this year.

We offer seven (7) systems lines with one (1) accessory line, thirteen (13) seating lines, eight

(8) desks/tables, and three (3) filing, storage, and case-good lines.

- b. Describe specifically what makes your firm a stable long term partner for WSCA.

Financially sound, and backed by a winner.

As a leading supplier of contract office furnishings, and part of HNI Corporation, North America's second-largest manufacturer of office furniture, the Allsteel brand enjoys a bright future. Our commitment to continuous improvement of products, processes and business practices is part of the Allsteel legacy. We look forward to offering continued innovative solutions, geared to solving the challenges faced in the workplace of today...and tomorrow.

Allsteel transfers more of your investment into delivered quality products and services.

Allsteel is known as the most efficient organization in the contract furniture industry today, providing clients with an outstanding performance to price ratio. With our roots in the methods of lean operations, Allsteel maintains the highest quality at the most competitive prices. We have created an organization that transfers more of your investment into delivered quality products and services than you will find elsewhere. We invite our prospective clients to consider the total ownership experience which, in turn, will lead you to discover firsthand why clients choose quality Allsteel products and services.

You get more standard features that make sense. Allsteel systems furniture provides all of the following benefits:

- Strength and durability to protect your furniture investment and image over time.
- Design flexibility that offers fun and friendly options, including fresh coordinated finishes, and ergonomic and environmentally conscious choices.
- Integrated technology management made easy with multiple solutions.
- All of this, plus a delivery model that outperforms in the industry.

With Allsteel, the costs of ownership are minimized. Successful companies constantly evaluate investment opportunities based upon the impact to the bottom line. The purchase of office furniture represents a total cost that extends beyond the purchase of a panel or a worksurface, and we minimize the total cost by improving on:

- Initial purchase price
 - Installation cost
 - Cabling cost
 - Reconfiguration cost
 - Cost of quality – customer satisfaction
- c. Describe specifically what information the OEM contract administrator would provide at annual meetings with an entity that has executed a participating addendum.

The WSCA annual meeting will be attended by both the Contract Manager and the Government Account Executive. These individuals can provide all of the information necessary for a new participant to utilize the WSCA contract such as:

- Contract Pricing
 - Website development
 - Contact information for the Allsteel Market Manager and servicing dealers
 - Marketing materials
 - Product information, i.e. Sustainability
 - Warranty information
 - Order processing details
 - Any additional questions
- d. Describe specifically what information the OEM contract administrator would provide at annual contract evaluation meetings with the Master Agreement Administrator as defined in section 1.5 of this RFP.

The Contract Manager and Government Account manager will be prepared with detailed reports outlining:

- Total contract purchases
- Total contract purchase by product category
- Total contract purchase by state
- Total contract purchases by state, by product

- Quality report
 - New product introductions
 - Fabric and finish updates
 - Website traffic/usage
 - Updates on Authorized Allsteel Dealers
- e. Describe how you plan to implement the contract including having a single point of contact to perform and manage all aspects of this contract.

Single Point of Contact and responsibilities.

The Government Account Executive (GAE) will be responsible for the overall management of the Western States Contracting Alliance (WSCA) and will be the single point of contact. The GAE will communicate all expectations to key project resources for each individual state and holistically for the life of WSCA. Key resources will consist of the Allsteel Market Manager and the dedicated Customer Support Team for each participating state and servicing dealers associated with each state. Critical to a complex contract alliance is a contract manager to assume all reporting responsibilities. This dedicated individual will work closely with the Government Account Executive and the WSCA contract team to provide all necessary reporting.

Maintaining seamless performance while addressing underperforming partners.

The Allsteel dealer network is comprised of independent and Allsteel owned dealer-partners; like Allsteel, our Partners are dedicated to providing the best products at the best price with the best service to WSCA. We fully understand that a project is only as successfully as the final installation and we are aware of the risks associated with poor performing dealers. Therefore, all dealers sign an annual dealer agreement that outlines expectations for design, project management and installation. It clearly states that a dealer can be terminated with a 30 day notice and establishes very clear expectations; each quarter our dealer partners are evaluated formally to insure our high expectations are met.

Allsteel provides our partners with many resources to help them succeed on projects no matter the size or scope; our goal is to insure every partner is successful on every project. To that end, our approach is very proactive. We provide a factory project manager and project coordinator to work with our partners in the design and ordering phase of the project as well

as logistics. An important aspect of this involvement is maintaining up to date AutoCAD drawings of the active project. At any time during this process if the GAE feels that our partner is falling behind, immediate action is taken and a team of subject matter experts will be deployed to the partner's site to assist in design or project coordination. The purpose of this deployment is to determine the root cause of any issues and propose appropriate remediation. We will work closely with our partner to correct any deficiencies and get them back on track. If it is determined by Allsteel that the partner cannot recover, another dealer-partner will be brought in to complete the project under the very close supervision of the Allsteel project manager.

Allsteel remains very proactive once product has arrived on site through the dispatch of a Field Service Engineers. These individuals work closely with the installation team at the beginning of a project to insure that all proper installation and safety procedures are being followed. Because of their vast experience, they are quick to see patterns or issues that can cause delays or problems; remediation is immediate, typically eliminating the need for any changes to the installation team.

- f. Describe in detail your firm's escalation management plan including contact information.

Allsteel employs an escalation process to address poor performing team members and other issues that may arise. Escalation happens in a three level process. Each level has its associated color-code that describes its elevation of escalation: **GREEN**, **YELLOW** and **RED**.

Our procedure for corrective action in the event of dissatisfaction with service, quality or any other issue would be as followed:

1. Record the specific details and gather all relevant information addressing the dissatisfaction issue.
2. Report information to Level 1-**GREEN** on the Escalation Process chart, the Government Account Executive.
3. The dissatisfaction issues will be reviewed by the Government Account Executive, Contract Manager, and any team members to which the issue

relates. Corrective action will be implemented immediately.

4. All dissatisfaction issues will be addressed in writing in the subsequent progress meeting along with the corrective actions that were implemented.
5. If the Level 1-**GREEN** corrective actions were not effective or failed to solve the issue within 48 hours, the issue will be elevated to Level 2-**Yellow**, the Contract Manager, and steps 3 through 4 will be repeated.
6. In the unlikely event that Level 2-**YELLOW** corrective actions were not effective or failed to solve the issue, the issue will escalate to Level 3-**RED**, Executive Sponsor, who has full authority to commit members and resources to ensure service satisfaction.