

**METHOD OF OPERATION
FOR
FURNITURE, OFFICE & LOUNGE, NON-MODULAR & FILES
07-X-37695 - T0408**

This contract combines the following previous contracts:

T0408 Furniture, Office & Lounge, Non-Modular
T524L Files, Freestanding, Lateral
T524V Files, Freestanding, Vertical

It has been restructured into four categories as follows:

Category A - Casegoods

This category includes executive wood office furniture, metal and laminate office furniture, desks (including reception area desks) and credenzas, laminate and wood bookcases and wood files.

Category B – Tables

This category includes laminate and wood conference tables and accessories, multi-purpose tables (non-folding), occasional tables, coffee tables and workroom tables.

Category C – Files / Storage

This section includes conference and training storage units, plan storage units, metal storage units, map storage units, lateral and vertical filing cabinets.

Category D – Seating

This section includes all executive & professional seating, lounge & waiting room seating, office seating (including task, ergonomic task and multi-shift seating), multi-purpose seating, conference or training chairs, side chairs, stack chairs, training room and wood seating, single and multiple seating units, sofas and loveseats.

Category D1 – Ergonomic Task Chairs

Class I – Standard Ergonomic Task Chair (Professional/Secretarial)
Class II – High Back Ergonomic Task Chair (Manager/Executive)
Class III – TUF Ergonomic Task Chair (primarily 24/7 operations use)

Please refer to the NOA/RFP Text for additional information.

The At-A-Glance Document lists awards by contract vendor, brand and category. The discounts for spotted and platform deliveries are provided in the following format:

Spotted Delivery	Tier 1	≤ 50K	(\$0 to \$50,000)
	Tier 2	≤ 150K	(\$50,000.01 to \$150,000.00)
	Tier 3	≤ 400K	(\$150,000.01 to \$400,000.00)

Platform Delivery Tier 1	≤ 50K	(\$0 to \$50,000)
Tier 2	≤ 150K	(\$50,000.01 to \$150,000.00)
Tier 3	≤ 400K	(\$150,000.01 to \$400,000.00)

Also listed, are the awarded price lists/page numbers, included/excluded items, contract number and contract line numbers.

To search within any of the sections of the At-A-Glance document, click on the down arrow in the corresponding heading. A drop-down menu will appear, enabling selection of items within the section. For example, by clicking on the arrow next to "CAT" you can select all vendors for any of the categories, by selecting A,B,C,D or D1. By clicking on "all" you will return to the original format.

For State Using Agencies, all purchases and discounted unit price maximums shall be in accordance with Procurement Circular 07-10-DPMC <http://www.state.nj.us/infobank/circular/cir0710c.pdf> and any updates thereof. All purchase orders should indicate the price quote date and authorized dealer.

The following are excluded from this contract:

Keyboard trays, flat panel monitor arms, wall mounted cabinets and shelving, computer support and classroom furniture, dormitory furniture, clothing wardrobes, audio visual cabinets, lockers, mailroom furniture, high density shelving, track filing, shelving and stackable overselves.

Lateral and vertical metal filing cabinets are only allowable in Category C. Any other freestanding files awarded on this contract (for example in the Casegoods Category) are limited to worksurface height only.

Only office-type storage tower/wardrobes are included as part of this contract.

All cabinets & bookcases sold under this contract shall be limited to a height of 72" (6').