

FURNITURE QUESTIONNAIRE

All questions must be answered by selecting yes or no.

QUESTION	REQUIRED	YES	NO	COMMENT(S)
Confirm the proposal format and guidelines have been read and understood.	√			
Confirm a signed proposal letter with all pertinent information is attached and included on the jump drive.	√			
Is this a renewal?	√			
Confirm transportation terms and payment terms are included on the jump drive.	√			
Confirm a copy of your current Manufacturer's Published Retail Price List is included on the jump drive.	√			
Confirm a copy of your GSA Contract (if applicable) is included on the jump drive. If you currently have a GSA contract, list in the comments section the percentage discount or discount range that is offered by your Company; examples (50% on all items or 40% to 65%).	√			(____%) GSA Discount or Range (____% to ____%)
Confirm an authorized list of dealers is included on the jump drive.	√			
Confirm the manufacturer and dealer minority vendor status has been indicated.	√			
Confirm a list of proposed items and pricing is included on the jump drive.	√			

Confirm catalogs for each category of furniture selected on the Furniture Catalog Category Spreadsheet is included on the jump drive.	√			
Confirm only items included in proposal are listed.	√			
Confirm a purchase summary indicating each state agency or other governmental entity to which sales have been made, the location of each sale, the date of the sale and the total dollar sales generated during the current contract period is included on the jump drive.	√			
Confirm that the manufacturer/vendor understands that renewal requests will be denied for purchase summaries which indicate a purchase volume of less than \$25,000 for two consecutive years. In this instance, a new contract will be denied for a period of two years.	√			

Manufacturer/Company

Date

Signature

Title