

MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF PURCHASING AND TRAVEL  
JACKSON

STATE CONTRACT NO. 5-420-27904-14

CONTRACTOR: Neutral Posture -  
(Minority Vendor)

DATE: June 30, 2014

ITEMS: Modular Office Furniture,  
School Furniture and Seating

EFFECTIVE: July 1, 2014  
through  
June 30, 2015

A. AUTHORITY

This certifies that a contract has been executed between the Department of Finance and Administration, Office of Purchasing and Travel for the State of Mississippi and the herein designated Contractor pursuant to Section 31-7-7, Mississippi Code of 1972, Annotated, for the items specified herein.

B. EFFECT

During the term of this contract no purchase of modular office furniture, school furniture and seating manufactured and/or distributed by the above-designated Contractor shall be made by state agencies at a price in excess of that established by the prices set out in this regulation (See Section "F").

Commodities purchased under provisions of this contract from the above Contractor or his authorized distributors shall be exempt from competitive bid requirements otherwise applying to purchases by the state agencies, counties, municipalities and other political subdivisions.

C. PURCHASE ORDERS

Purchase orders prepared by the various state agencies shall show the state contract number on the P. O. in the designated space, quantity, description of the items and prices, also shipping or delivery instructions, if any.

D. PAYMENT

The supplier shall be paid by the ordering agency upon submission of properly certified invoices or vouchers for articles or services delivered and accepted less deductions, if any, as provided.

#### E. ORDERING

Purchasers shall order in such quantities as required. Purchase orders are to be directed to address of Contractor or Distributors shown in Section "J". The Bureau of Financial Control of the State shall not approve any account nor order and direct payment of any account for the purchase of any commodity covered by this contract certification when the purchase price is in excess of the maximum price fixed in this purchasing regulation.

#### F. PRICES

Prices for the new period are set forth in the [Text Series \(Tables, Desks & Workstations\)](#) and the [Neutral Posture Price List 2014](#).

Prices are subject to the discounts as follows:

##### DISCOUNTS FOR PRODUCTS TO BE DELIVERED AND INSTALLED

42% discount for orders from \$1.00 - \$24,999  
43% discount for orders from \$25,000 - \$49,999  
45% discount for orders from \$50,000 - \$74,999  
47% discount for orders from \$75,000 - \$100,000  
49% discount for orders from \$100,001 - \$200,000

##### DISCOUNTS FOR PRODUCTS TO BE DOCK DELIVERED ONLY

40% discount for orders from \$1.00 - \$24,999  
41% discount for orders from \$25,000 - \$49,999  
42% discount for orders from \$50,000 - \$74,999  
43% discount for orders from \$75,000 - \$100,000  
Negotiate discount for orders from \$100,001 - Up

Entities making purchases over \$50,000 may consider obtaining two competitive quotes from the authorized dealers' list on this manufacturer's contract. If this manufacturer does not have a dealers' list, the manufacturer should be prepared to submit a quote.

The only items that have been approved and are included in this agreement are as follows:

Modular Office Furniture: Metal, wood, or laminate freestanding modular casegoods, complimentary components, such as, keyboard drawers, tasklights, tackboards, etc., and complimentary storage units; conference room tables, lecturns, media cabinets, storage cabinets and presentation boards.

Seating: Wood, metal or ergonomic seating which may include, but not be limited to, executive, managerial, task, operational, stools, side, occasional, stacking, conference, and theater/stadium type seating. Products must meet or exceed ANSI/BIFMA requirements.

Any items that can be purchased from a competitively bid state contract with the Office of Purchasing and Travel shall not be included in this agreement.

Cost of design fees are not included in this agreement and must be negotiated with the buying entity if needed. This agreement is for purchases where the total net amount, after discount, shall not exceed \$500,000.

Catalogs and Price Lists may be obtained from the Contractor.

#### G. TRANSPORTATION

F.O.B. Destination: Delivered and Installed shall mean freight and installation cost prepaid delivered and installed inside any agency within the State of Mississippi with all charges for transportation and installation paid by the Contractor. Dock Delivered shall mean freight charges paid by the Contractor to the dock only. No installation is included.

**Please Note:** On orders less than \$1000 the freight only charge shall be prepaid by the vendor and may be added to the invoice. The vendor must include proof of actual shipping charges with the invoice.

#### H. POLITICAL SUBDIVISIONS - COUNTIES, MUNICIPALITIES, SCHOOLS, ETC.

This contract provides that the provisions thereof may be available to any county, municipality, school board or other local public agency or authority of the State of Mississippi which may elect to purchase at the prices, terms and conditions of sale specified therein.

Any such agency or political subdivisions electing to purchase as herein provided shall write the following on the face of the purchase order:

"P. O. issued pursuant to provisions of  
Mississippi State Contract No. 5-420-27904-14."

#### I. TERMS

Net Forty-five (45) days Without Penalty

J. CONTRACTOR

Please place all orders under this agreement with the following:

A list of authorized dealers is included with this contract.

### Neutral Posture 2014-2015 Authorized Dealers List

Dealer Name	Contact Name	Physical Address	City, State, Zip	Telephone	Fax	E-mail	Minority Vendor
Business Interiors, Inc	David Hought	146 Market Ridge Drive	Ridgeland, MS 39157	601-969-1000	601-969-5599	<a href="mailto:davidhought@bijackson.com">davidhought@bijackson.com</a>	No
C & C Office Supply Co., Inc.	Danny Lang	257 Calillavet St	Biloxi, MS 39530	228-432-0477	225-374-3634	<a href="mailto:danny@ccofficesupply.com">danny@ccofficesupply.com</a>	No
Craft Office Plus, Inc.	Jimmy Craft	2301 Terry Rd	Jackson, MS 39204	601-372-7901	601-372-5011	<a href="mailto:jimmy@craftofficeplus.com">jimmy@craftofficeplus.com</a>	No
Sullivan's Office Supply	Tyson Langston	204 Main	Starkville, MS 39760	662-323-5222	662-323-8181	<a href="mailto:tlangston@sullivansoffice.com">tlangston@sullivansoffice.com</a>	No