



# *STATE OF MISSISSIPPI*

## **LATERAL AND VERTICAL STEEL FILE CABINETS**

**CONTRACT EXTENSION NO. 1 FOR  
CONTRACT NO. - 8200003955  
CONTRACT SMART NO. - 1130-14-C-SWCT-00355\*  
(Commodity Code: 42500)**

**DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT  
701 WOOLFOLK BUILDING, SUITE A  
501 NORTH WEST STREET  
JACKSON, MISSISSIPPI 39201**



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(Revised: 03/01/15)

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LATERAL AND VERTICAL STEEL FILE CABINETS CONTRACT

COMMODITY CODE: 42500

EFFECTIVE DATES: April 1, 2014 through February 28, 2015

EXTENDED DATES: March 1, 2015 through February 29, 2016

1. AUTHORITY

1.1 This certifies that the Lateral and Vertical Steel File Cabinets Contract has been extended for an additional twelve (12) months.

1.2 All prices, terms and conditions shall remain the same as stated in the original contract.

A revised contract is included with this extension.

## 1. AUTHORITY

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

## 2. APPLICATION

- 2.1 All purchases made by state agencies for commodities included under the provisions of this contract shall be purchased from the contractor receiving the award unless exempt by special authorization from the Office of Purchasing and Travel.

Under the provisions of Section 31-7-7 Mississippi Code of 1972, Annotated, the prices offered herein may be extended to the governing authorities. However, the governing authorities, by provisions of Section 31-7-12, Mississippi Code, may purchase commodities covered by state contracts from any source offering an identical commodity at a price that does not exceed the state contract price.

Commodities purchased under provisions of this contract from the awarded contractor or contractors or authorized distributors shall be exempt from competitive bid requirements otherwise applying to purchases by state agencies and governing authorities. Applicable purchase orders issued by state agencies, regardless of the total amount, do not require further approval by this office.

The term, governing authorities, shall be defined as to mean boards of supervisors, governing boards of all school districts, all boards of directors of public water supply district, boards of directors of master public water supply districts, municipal public utility commissions, governing authorities of all municipalities, port authorities, commissioner and boards of trustees of any public hospitals and any political subdivision of the state supported wholly or in part by public funds of the state or political subdivisions thereof.

## 3. RESTRICTION

- 3.1 Commodities not specifically listed herein may not be purchased under the provisions of this contract. It shall be understood that this contract supersedes all other contractual agreements applicable to the commodities covered herein.

## 4. TRANSPORTATION

- 4.1 Freight f.o.b. agencies and governing authorities: All quotations shall be f.o.b. destination except as noted below. The term f.o.b. destination shall mean delivered inside any state agency and when applicable, any local government agency within the State of Mississippi, with all charges for transportation and unloading paid by the contractor. All file cabinets are to be delivered in a completely setup condition.

- 4.2 Minimum Order Quantity: The minimum order quantity shall be for five (5) cabinets or more. State Agencies purchasing less than five (5) cabinets will not be required to buy from the contract vendor. Vendors may honor the price for less than five (5) cabinets.
- 4.3 Delivery is to be accomplished within 45 calendar days after receipt of a complete order that has all pertinent info listed. If adverse conditions exist, this time frame could be modified slightly as circumstances warrant.

IF COLOR IS NOT SPECIFIED, ORDER WILL BE DELAYED. PLEASE CONTACT VENDOR FOR AVAILABLE COLORS BEFORE PLACING YOUR ORDER.

Special Delivery: Orders may be placed that require special handling that incur extra charges. Examples of special delivery are delivery to a P. O. located within the State of Mississippi, delivery to a room address or delivery by special carrier; for example, air freight. When such orders are incurred, the contractor shall prepay and may enter the charges that are in excess of normal charges on the invoice as a separate item for payment by the ordering agency. A copy of these charges must accompany the invoice.

## 5. OTHER INFORMATION

- 5.1 File cabinets are to be in manufacturers' standard colors. Color charts of file cabinets can be obtained from the awarded vendor.
- 5.2 **Contract Format:** OPTFM has listed a state contract number and a state contract *smart* number. The contract number is an automatically generated number. The smart number is a more unique identifier that lists OPTFM's agency's number, contract year and shows agencies that it is a statewide contract. Also there is an asterisk listed at the end of the smart number. The asterisk is added at the end of the number for searchable purposes only when searching in MAGIC; this is because each time a contract is changed, the Version number of the contract changes. It is not actually a part of the smart number. Either number can be used by agencies to search for this contract in the State's e-procurement system.
- 5.3 Description Format: The description format begins with the description information followed by the manufacturer brand and model number.
- 5.4 Difference in Grade I and Grade II: Grade I file cabinets are premium grade file cabinets constructed with heavier gauge steel. Grade I file cabinets are heavier duty cabinets because they have steel ball bearing rollers on the drawers for full suspension whereas Grade II file cabinets can have nylon rollers on drawers which is not as strong as the steel rollers.

## 6. ORDERING

- 6.1 Purchase Order Information: In writing the purchase order it will be necessary that you include the following information referencing the product.
- A. Vendor Name and Number
  - B. Contract Number
  - C. Effective Dates
  - D. Item Name
  - E. Item Number
  - F. Brand
  - G. Quantity
  - H. Unit Price (each, per case, per gal., per lb., etc.)
  - I. Total Price

## CONTRACT ADMINISTRATION

- 7.1 Questions or problems arising from this contract or subsequent order and delivery procedures should be directed to the Office of Purchasing and Travel, 701 Woolfolk Building, Suite A, 501 North West Street, Jackson, MS 39201; Phone: 601-359-3409.
- 7.2 Invoices and Payment: After merchandise has been received and invoices submitted to the using agency, it shall be the responsibility of the using agency to make payment in compliance with appropriate instructions set forth in the Contractor Identification information.

The State requires the Contractor to submit invoices electronically throughout the term of the agreement. Vendor invoices shall be submitted to the state agency using the processes and procedures identified by the State. Payments by state agencies shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Contractor's choice. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

### Contractor Identification

Supplier Name: Interior Elements, LLC

Supplier Number: 3100004252

Contract Number: 8200003955

Contract Smart Number: 1130-14-C-SWCT-00355\*

Payment Terms: Net 45

Contract Notes: Orders and Payments To:  
Interior Elements, LLC  
830 Wilson Drive  
Suite A  
Ridgeland, MS 39157  
V0002380680

Delivery Term: Free On Board Destination

Delivery Notes: Delivery shall be within 45 days after receipt of the order. All steel file cabinets are to be delivered ready for use. Crated deliveries will not be accepted.

Contract Administrator: Contract Administrator: David R. Hardy  
Phone: 601-326-3916  
Fax: 601-354-1209  
Email: drh@in-elements.com  
Website: www.in-elements.com

Catalog Items

Solicitation Group: Group 2

Supplier Name	Item Description	Qualified Item	Additional Item Information	Supplier Part Number	Unit Price
Contract Number	Commodity Number	Add'l Item Fields	Manufacturer	Mfr. Part No	Unit of Measure
Filing Cabinets, Metal: Card, Jumbo, Lateral, Legal, and Letter					
<b>Commodity Description</b> CABINETS, LATERAL FILING, STEEL, DRAWERS, SOLID FRONT W/SIDE TO SIDE HANGING FRAMES MEETING STATE OF MISSISSIPPI SPECS. NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 4 TIER, 36 IN. WIDE, W/LOCK, GRADE II	Global 1900P Series 1936P-4F12	NA	NA	\$444.15
8200003955 1130-14-C-SWCT-00355*	42540456151	(Model Number) 1936P-4F12 (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINETS, LATERAL FILING, STEEL, DRAWERS, SOLID FRONT W/SIDE TO SIDE HANGING FRAMES MEETING STATE OF MISSISSIPPI SPECS. NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 4 TIER, 42 IN. WIDE, W/LOCK, GRADE II	Global 1900P Series 1942P-F412	NA	NA	\$467.65
8200003955 1130-14-C-SWCT-00355*	42540457100	(Model Number) 1942P-4F12 (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINETS, LATERAL FILING, STEEL, DRAWERS, SOLID FRONT W/SIDE TO SIDE HANGING FRAMES MEETING STATE OF MISSISSIPPI SPECS. NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 5 TIER, 36 IN. WIDE, W/LOCK, GRADE II	Global 1900P Series 1936P-5F12	NA	NA	\$526.40
8200003955 1130-14-C-SWCT-00355*	42540458058	(Model Number) 1936P-5F12 (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINETS, LATERAL FILING, STEEL, DRAWERS, SOLID FRONT W/SIDE TO SIDE HANGING FRAMES MEETING STATE OF MISSISSIPPI SPECS. NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 5 TIER, 42 IN. WIDE, W/LOCK, GRADE II	Global 1900P Series 1942P -5F12	NA	NA	\$540.50
8200003955 1130-14-C-SWCT-00355*	42540459007	(Model Number) 1942P-5F12 (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINETS, LATERAL FILING, STEEL, ROLL-OUT SHELVES W/RECEDING DOORS, 3 DIVIDERS PER SHELF MEETING STATE OF MISSISSIPPI SPEC. NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 4 TIER, 36 IN. WIDE, W/LOCK, GRADE II	Global 9100P Series 9136P -4ET	NA	NA	\$571.05
8200003955 1130-14-C-SWCT-00355*	42540466507	(Model Number) 9136P-4ET (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINETS, LATERAL FILING, STEEL, ROLL-OUT SHELVES W/RECEDING DOORS, 3 DIVIDERS PER SHELF MEETING STATE OF MISSISSIPPI SPEC. NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 4 TIER, 42 IN. WIDE, W/LOCK, GRADE II	Global 9100P Series 9142P -4ET	NA	NA	\$583.27
8200003955 1130-14-C-SWCT-00355*	42540467505	(Model Number) 9142P-4ET (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINETS, LATERAL FILING, STEEL, ROLL-OUT SHELVES W/RECEDING DOORS, 3 DIVIDERS PER SHELF MEETING STATE OF MISSISSIPPI SPEC. NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 5 TIER, 36 IN. WIDE, W/LOCK, GRADE II	Global 9100P Series 9136P -5ET	NA	NA	\$660.82
8200003955 1130-14-C-SWCT-00355*	42540468503	(Model Number) 9136P-5ET (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINETS, LATERAL FILING, STEEL, ROLL-OUT SHELVES W/RECEDING DOORS, 3 DIVIDERS PER SHELF MEETING STATE OF MISSISSIPPI SPEC. NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 5 TIER, 42 IN. WIDE, W/LOCK, GRADE II	Global 9100P Series 9142P -5ET	NA	NA	\$674.92
8200003955 1130-14-C-SWCT-00355*	42540469501	(Model Number) 9142P-5ET (COLORS AVAILABLE)	NA	NA	each

**Solicitation Group: Group 4**

Supplier Name	Item Description	Qualified Item	Additional Item Information	Supplier Part Number	Unit Price
Contract Number	Commodity Number	Add'l Item Fields	Manufacturer	Mfr. Part No	Unit of Measure
Filing Cabinets, Metal: Card, Jumbo, Lateral, Legal, and Letter					
<b>Commodity Description</b> CABINET, VERTICAL FILING, STEEL, LETTER SIZE MEETING STATE OF MISSISSIPPI SPECS.NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 2 DRAWER W/LOCK, GRADE II	Global 2600 Plus Series 26-202	NA	NA	\$157.45
8200003955 1130-14-C-SWCT-00355*	42540805100	(Model Number) 26-202 (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINET, VERTICAL FILING, STEEL, LETTER SIZE MEETING STATE OF MISSISSIPPI SPECS.NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 4 DRAWER W/LOCK, GRADE II	Global 2600 Plus Series 26-402	NA	NA	\$215.26
8200003955 1130-14-C-SWCT-00355*	42540805605	(MODEL NUMBER) 26-402 (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINET, VERTICAL FILING, STEEL, LETTER SIZE MEETING STATE OF MISSISSIPPI SPECS.NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 4 DRAWER W/LOCK, GRADE II	Global 2600 Plus Series 26-502	NA	NA	\$309.73
8200003955 1130-14-C-SWCT-00355*	42540806108	(Model Number) 26-502 (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINET, VERTICAL FILING, STEEL, LEGAL SIZE MEETING STATE OF MISSISSIPPI SPECS. NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 2 DRAWER W/LOCK, GRADE II	Global 2600 Plus Series 26-252	NA	NA	\$188.47
8200003955 1130-14-C-SWCT-00355*	42540815802	(Model Number) 26-252 (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINET, VERTICAL FILING, STEEL, LEGAL SIZE MEETING STATE OF MISSISSIPPI SPECS. NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 4 DRAWER W/LOCK, GRADE II	Global 2600 Plus Series 26-452	NA	NA	\$248.18
8200003955 1130-14-C-SWCT-00355*	42540817204	(Model Number) 26-452 (COLORS AVAILABLE)	NA	NA	each
<b>Commodity Description</b> CABINET, VERTICAL FILING, STEEL, LEGAL SIZE MEETING STATE OF MISSISSIPPI SPECS. NO. 425-40-00, LATEST ISSUE					
Interior Elements, LLC	File Cabinet, 5 DRAWER W/LOCK, GRADE II	Global 2600 Plus Series 26-552	NA	NA	\$356.26
8200003955 1130-14-C-SWCT-00355*	42540818608	(Model Number) 26-552 (COLORS AVAILABLE)	NA	NA	each