

EXHIBIT A –INCLUDED GOODS & SERVICES/PRICES**05616 – Correctional Industries Furniture**

Pricing & Ordering**ORDERING INSTRUCTIONS**

Please visit Correctional Industries' website for current products, product pricing, and order fulfillment:
<http://www.washingtonci.com/products-services/furniture.html>

Purchasers may find their desired furniture items from this site and follow the prompts to place orders directly with Correctional Industries. Please note: not all products or pricing are available online and require assistance from an account executive. Locate your account executive at
<http://www.washingtonci.com/customer-care/find-your-ae.html>

Delivery, Installation, Non-Warranty Service Work, and Storage

Correctional Industries also provides optional Delivery, Installation, Non-Warranty Service Work, and Storage services as outlined in Exhibit B – Delivery, Installation, & Special Provisions.

EXHIBIT B – DELIVERY, INSTALLATION, & SPECIAL PROVISIONS

Delivery

The following delivery schedule applies to this contract and is contingent upon the receipt of a complete and accurate order:

- 14 calendar days after receipt of order for locations in Western Washington, and 21 days for locations in Eastern Washington for items available through CI's Fast Fulfillment Program (<https://www.washingtonci.com/products-services/fast-fulfillment.html>):
 - The Fast Fulfillment Program shall include a number of standard available products.
 - Please refer to CI's website for product availability, quantities, fabric/laminate/color choices and ordering process for Fast Fulfillment. Fast Fulfillment products are only available to purchase online.
- 60 calendar days or sooner after receipt of order or change order:
 - Orders under \$100,000
 - All standard fabric, paint, color, laminate finishes, and trim colors, as identified by the CI Account Executive or on the website.
- 90 calendar days or sooner after receipt of order or change order:
 - All orders between \$100,000 to \$250,000
 - Non-standard fabric, paint, color laminate finishes and trim colors
 - Custom and Modified Furniture/Furnishings
 - Installation and delivery fees will be reviewed by CI Installation Manager prior to order finalization
- Negotiated delivery date:
 - Orders over \$250,000
- Receipt of order is defined as the day a complete and accurate order is received by CI. If an order is mailed to CI, the delivery date should be calculated starting 5 business days after a complete and accurate order is mailed.

Telephone Contact Prior to Delivery: As problems may occasionally arise at the time of delivery, Purchaser should identify a contact person and their telephone number on their order. If telephone notification prior to delivery is required (usually 24 hours prior), the order must clearly so state and the name and telephone number of the contact person must be provided. Telephone contact shall be construed as direct communication with the contact person or appropriate agency representative (voice mail is unacceptable notification). If CI neglects to provide telephone notification prior to delivery when requested, Purchaser may refuse delivery. If this occurs, the goods shall be redelivered as mutually agreed with Purchaser or no later than the next scheduled delivery route.

Order Exemptions or Exceptions: All requests for exemptions or exceptions shall be submitted to your Account Executive ([Find Account Executive](#)) on the request form in Exhibit C. CI has the discretion to approve or deny the request, based on the circumstances.

Storage fee: CI reserves the right to impose a storage fee on orders that, by customer's request, are held at a CI facility beyond 30 days after customer's due date. The storage rate will be calculated at \$0.55 per square foot of warehouse space that the order is occupying. Purchaser will be provided a quote for the cost of storage with the notification of the imposed storage effective date.

INSTALLATION

As an optional service to Purchasers, CI will provide delivery and installation of its products. Purchasers shall identify their installation request in writing on original or change order. This service shall include receipt, inspection, delivery, unpacking, installation (which includes coordination through project completion, including project managers), and proper disposal of packaging. Receipt will be at CI's warehouse or at Purchaser's installation site, at the option of Purchaser and concurrence of CI. CI will handle freight claims.

Installation shall be performed in a professional manner and in accordance with the furniture and installation plan mutually agreed upon. Modifications by the customer to the layout at the time of install may result in additional charges. The premises shall be left in a clean and safe condition. Enterprise Services reserves the right to require CI to repair any damage for negligent installation or provide full compensation as determined by Purchaser. CI will also be responsible for any other damage to Purchaser's property due to negligence on the part of CI's laborers.

Prior to delivery/installation, Purchaser will clear designated area for the placement/installation of CI products. Purchaser's IT staff should be onsite to remove and reinstall all IT components.

CI will provide and perform installation service under the direction of a Purchaser representative. Written confirmation that the installation was satisfactorily completed will be required from Purchaser to CI with comments to Procurement Coordinator as deemed necessary by Purchaser and/or CI.

When installation is requested by Purchaser, all products to be installed shall be delivered all at once (excluding pre-planned phased installations), including all hardware. Delivery of products for installation is CI's responsibility. Freestanding components (chairs, file cabinets, desks, etc.) will not be subject to installation charges, but subject to inside delivery. Installation shall begin simultaneously with delivery of products that are subject to installation, unless otherwise requested by Purchaser. If installation does not occur as scheduled with Purchaser, the late penalties clause will apply (penalties to begin the first day of non-installation).

Installation will not include electrical power connections which require a licensed electrician to perform the work. Purchaser may hire a separate contractor to do the electrical connections consistent with prevailing wage laws.

Purchaser reserves the right to install items with its own personnel or other third party(ies). Purchaser shall first receive prior approval from CI before using an outside third party for installation. CI shall provide detailed installation instructions. Improper installation by others shall void manufacturer's warranty.

DELIVERY AND INSTALLATION RATE SCHEDULE

<u>SERVICE</u>	<u>DEFINITION</u>	Counties Adjacent to CI Distribution <i>(Grays Harbor, Lewis, Mason, Pierce, Thurston)</i>		Counties Outside of Adjacency to CI Distribution <i>(all non-bordering counties of Thurston)</i>	
		<u>STD HRS</u> (7AM-5PM)	<u>NON-STD HRS</u>	<u>STD HRS</u> (7AM-5PM)	<u>NON-STD HRS</u>
DELIVERY	Product delivered to a warehouse loading dock, private residence, or defined storage facility only. Product remains palletized and packaged. CI removes and retains blanketing at the time of delivery. (Service does not include placement into a building or basic assembly).	5%	7%	8%	10%
INSIDE DELIVERY	Product delivered to a customer location that is not a warehouse or storage facility. Product is delivered inside a building and/or set-in-place within a cubical or other designated area. This service includes the removal of all packaging and associated debris and does not provide for the assembly or installation of products (e.g. monitor arms, conference tables, mobile pedestals, personal space lockers, and other similar products).	10%	15%	12%	18%
INSTALLATION	Service requires the use of labor and/or tools for assembly and is usually performed at the time of delivery or as a separately scheduled installation service.	24%	30%	26%	35%
RESIDENTIAL LIVING	Delivery and installation services are provided at a combined discount rate.	14%	22%	16%	25%

*** CI reserves the right to charge a minimum delivery and/or installation fee of up to \$75.00 for locations adjacent to Thurston Co. For non-adjacent counties CI reserves the right to charge a minimum delivery and/or installation fee of up to \$100.00. For more information, please contact CI's Installation Manager.

The percentages above will be calculated from the product cost, after discount and before taxes. All pricing below is based on work performed during CI's standard business hours of 7:00AM to 5:00PM, Monday through Friday.

Non-warranty service work (e.g., reconfiguration services, movement of existing furniture within customer location) shall be charged at \$250.00/hour (one hour minimum charge) prorated in ¼ hour increments for a "crew."

Returns

Any standard item(s) may be returned within five (5) working days after receipt provided:

- The item is new, and
- The item is in unused condition
- The item must be in the original packaging, provided CI has not disposed of it.
- The item is not modified or custom built for the customer.

A restocking charge equal to 50% of the net purchase price (before taxes) will be paid by the customer when the above conditions are met. The customer will be responsible for return freight cost. However, if error was caused by CI, there will be no restocking or freight charge.