

BuyBoard Cooperative Purchasing End User Information Sheet

Contract No. 584-19 | Term: April 1, 2019 – March 31, 2022

TVR #	932669
Price Guides	June 1, 2021 SitOnIt Seating Price Guide
Products	Task, executive, conference, guest, stacking, nesting, and cafe/task stool seating. Lounge seating, modular seating, benches, ottomans and occasional/cube tables. Benching, protective and privacy screens, dividers, tables, storage units, sit/stand solutions and office furniture ergonomic accessories.
End User Discount	54% Dock Delivery
Minimum Order	\$95 fee when ordering 3 or less Table Top units or less than 3 Lounge Products.
Delivery	<p>Upholstered Seating: Ships within 2 business days using express fabrics ARO. Ships within 5 business days using all other fabrics ARO. Ships within 10 business days using leather ARO.</p> <p>Lounge Seating: Ships within 10 business days using express fabrics ARO. Please verify fabric grades on the SitOnIt Seating website before ordering.</p> <p>Ships within 2 days: Anti-Fatigue Mat, Corner Sleeve, CPU Holders, Current Power, High Tide 4; High Tide Corner, Keyboard Mechanisms, Lift and Lock, Premium Lift and Lock, Sit-to-Stand, Keyboard Trays, Longboard, Crescent Board, Mini Platform, Laptop Tray; Adapter, Laptop Drawer, Mobile Pedestals, Monitor Arms, Ocala Bases, Pencil Drawer, Plastic Shells, Switchback Bases, Tensor Bases, Value Lighting, Voyager 2-Stage/3-Leg Bases, Wire Management</p> <p>Ships within 3 days: Mobile Pedestal Cushions, Modesty Screens, Doodle Screens, Prise Benching, Sector Screens, Standard Worksurfaces</p> <p>Stain-to-Match ships within 15 days Tablet Arms ships within 21 days Custom Laminates ships within 30 days</p>
Payment Terms	Net 10 -1% Discount, Net 30
Credit Card	Credit card will be accepted. A 3% Credit Card Processing Fee shall apply.
Cancellation	Orders which have entered any stage of production cannot be cancelled. Requests for cancellation are not accepted until acknowledged by Exemplis. In the event cancellation is accepted by Exemplis, cancellation charges may be for the entire amount of the order.
Dealer Purchase Order Instructions	<p>Authorized Dealer Purchase Orders must have the TVR number(s) to receive this contract's discounting. The name of the registered BuyBoard Member must appear in full (no abbreviations) on the Authorized Dealer's Purchase Order.</p> <p>Orders will be acknowledged with an acknowledgement form governing the transaction. In the event an error is made in the manufacture of the product, the acknowledgement will be used as the resolution document. Submit orders by email to purchaseorder@exemplis.com. Upon receipt of clean, credit approved order; Exemplis will enter the order into production system electronically. The ordering dealer will receive an acknowledgement back within 48 hours confirming:</p> <ul style="list-style-type: none"> • Complete model number • All product specifications • Ship date • Shipping Instructions • Tagging instructions
End User Purchase Order Instructions	The BuyBoard Member will issue their Purchase Order to the applicable Authorized Dealer.
Return & Restocking	Authorization for return must be requested from and approved by Exemplis prior to the return of the merchandise. Returns are subject to a restocking charge equivalent to 40% of the net order plus freight. Unauthorized returns will not be accepted by Exemplis.

Warranty

LIFETIME WARRANTY COVERAGE:

- All SitOnIt Seating products, except where noted below
- Structural Components: Prise, Switchback and Voyager

12-YEAR WARRANTY COVERAGE:

- Amplify, Torsa, Wit and Novo used in multi-shift (24/7) applications.
- Lounge seating and occasional/lounge tables.
- Bases: Ocala, Tensor
- Monitor Arms1: King Cobra, Mobio series, Unity G2 series

10-YEAR WARRANTY COVERAGE:

- Non-Stop Heavy Duty, Freelance Bariatric and chairs purchased with a Heavy Duty (HD) or Large and Tall (LT) option used in multi-shift (24/7) applications.
- Electrical Components2: Prise

SEVEN-YEAR WARRANTY COVERAGE:

- Electrical Components2: Switchback and Voyager

FIVE-YEAR WARRANTY COVERAGE:

- Kickstand
- Fabric, foam, knit back, mesh and plastic.
- All filing products3
- CPU Holders
- Screens
- High Tide
- Keyboard Trays
- Lighting Fixtures
- Power Components4: EON, Current, Power Strips
- Wire Management

TWO-YEAR WARRANTY COVERAGE:

- Fabric and foam cushioning for Non-Stop Heavy Duty, Freelance Heavy Duty and chairs purchased with an HD or LT option
- Multipurpose felt glides
- Half-Moon Pencil Drawer

ONE-YEAR WARRANTY COVERAGE:

- Lighting Power Supplies
- Mouse Pads
- Wrist Rests

Contract Administration

Derek Cairo; Manager, Contracts
6415 Katella Avenue, Cypress CA 90630
Ph: (888) 274 - 8664 | Fax: (714) 995 - 4855 | Email: dcairo@exemplis.com

Sales Contact

Allison Retan, North Texas, Oklahoma, and Arkansas
Ph: (214) 528-6942
Email: allison@csswinc.com

Kelly Calcaterra, El Paso, Texas
Ph: (602) 331-5019
Email: teamcalc@cbfcalc.com

Ashley McCormick, Southeast & Southwest Texas
Ph: (714) 713-4057
Email: amccormick@exemplis.com

Tina Turner, Colorado
Ph: 303-882-4499
Email: tina@stirdenver.com

Contract Notes

BuyBoard is a purchasing cooperative that gives its members access to thousands of items that have gone through a competitive procurement process. Its goal is to provide their members with competitive pricing, a trusted and transparent procurement process, reduced administrative costs, and superior services. BuyBoard was created to support and service public schools, municipalities, counties, and all types of local government agencies and non-profits.

The 5,2000 + Members include:

- Charter schools/School Districts/Education Service Centers
- Cities/Municipalities/Counties/Utility Districts
- Community colleges and universities
- Nonprofits