

## BuyBoard Cooperative Purchasing End User Information Sheet

Contract No. 767-25 | Term: April 1, 2025 – March 31, 2026

<b>TVR #</b>	932669
<b>Price Guides</b>	November 4, 2024 SitOnIt Seating Price Guide
<b>Products</b>	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.
<b>End User Discount</b>	54% Dock Delivery
<b>Minimum Order</b>	\$95 fee when ordering 3 or less Table Top units or less than 3 Lounge Products.
<b>Delivery</b>	<p><b>Upholstered Seating:</b> 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><b>Lounge Seating:</b> Ships within 10 business days using express fabrics ARO. There is a \$95 net fee for less than three pieces.</p> <p><b>Ships within 2 days:</b> 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><b>Ships within 3 days:</b> 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> <p>Please verify fabric grades on the SitOnIt Seating website before ordering.</p>
<b>Payment Terms</b>	Net 10 -1% Discount, Net 30
<b>Credit Card</b>	Credit card will be accepted. A 3% Credit Card Processing Fee shall apply.
<b>Cancellation</b>	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.
<b>Dealer Purchase Order Instructions</b>	<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 <a href="mailto:purchaseorder@exemplis.com">purchaseorder@exemplis.com</a>. 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"> <li>• Complete model number</li> <li>• All product specifications</li> <li>• Ship date</li> <li>• Shipping Instructions</li> <li>• Tagging instructions</li> </ul>
<b>End User Purchase Order Instructions</b>	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: eBEAM, HiQ, Parallon, Prise, Surge, Switchback and Voyager
- Structural: Kindl frame

### 12-YEAR WARRANTY COVERAGE:

- Amplify, Cora (Guest, Hip and Stool), Kindl (bariatric, guest, freespan and preconfigured), Novo, Torsa, and Wit used in multi-shift (24/7) applications.
- Lounge seating and occasional/lounge tables
- Bases: Ocala, Tensor
- Laminated tops
- Monitor arms1: Mobio series, Unity G2
- Plastic shells

### 10-YEAR WARRANTY COVERAGE:

- Non-Stop Heavy Duty, Cora (Midsize and Bariatric), Freelance Bariatric and chairs purchased with a Heavy Duty (HD) or Large and Tall (LT) option used in multi-shift (24/7) applications
- Electrical Components: eBEAM, HiQ, Parallon, Prise, Surge and Switchback

### FIVE-YEAR WARRANTY COVERAGE:

- Fabric, foam, knit back, and mesh
- All filing products3
- CPU holders
- Screens4
- High Tide
- Keyboard trays
- Lighting fixtures
- Power components5: EON, Current, Power Strips
- Wire management

### TWO-YEAR WARRANTY COVERAGE:

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

### ONE-YEAR WARRANTY COVERAGE:

- Lighting power supplies

COM/COL not warranted for wear or long-term adhesion.  
Normal wear and tear is the specifier's responsibility.

## Contract Administration

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## 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