BID ITEM WORKBOOK
COSTARS-35 Furniture and Window Treatments
INSTRUCTIONS TO COMPLETE BID ITEM WORKBOOK TABS LOCATED AT BOTTOM OF PAGE.

This is a BID ITEM WORKBOOK to assist you in the bidding process. COMPLETION OF THIS WORKBOOK IS MANDATORY.

DOCUMENTS REQUIRED TO BE SUBMITTED WITH BID ITEM WORKBOOK (CHECKLIST) TAB

Please use the CHECKLIST provided to assist you in the bidding process.

BIDDER/CONTRACTOR DATA TAB

NAME – In the spaces provided, the bidder shall enter the name (both legal name and D/B/A name, if applicable) for each of the following: (a) the Bidder/Contractor; (b) send purchase order(s) to; and (c) send payment(s) to. If the legal name registered with the IRS is different than the stated name, then both the legal name and the D/B/A name are required.

ADDRESS – In the spaces provided, the bidder shall enter the address for each of the following: (a) the Bidder/Contractor; (b) send purchase order(s) to; and (c) send payment(s) to.

VENDOR NUMBER – In the space provided, the bidder shall enter the six-digit vendor number issued by the Commonwealth to the Bidder/Contractor (refer to Attachment A, *Doing Business with the Commonwealth*, for guidance).

POINT OF CONTACT – In the spaces provided, the bidder shall enter the name, telephone number, fax number and E-mail address of the Point of Contact ("POC") for each of the following: (a) the Bidder/Contractor; (b) placing purchase orders, and (c) making payment.

BIDDER'S GENERAL WEBSITE ADDRESS - In the space provided, the bidder shall enter its General Website Address.

QUESTIONS TAB

BIDDERS/CONTRACTOR'S LEGAL NAME - In the space provided, the bidder shall enter its legal name.

QUESTIONS – The bidder shall fully answer ALL questions. Use the COMMENTS area when necessary to explain or clarify your response to a question.

LIST OF AUTHORIZED DEALERS - If the bidder answers "Yes" to question number 8, the bidder shall also complete and submit the List of Authorized Dealers.

SERVICE AREA TAB

BIDDERS/CONTRACTOR'S LEGAL NAME - In the space provided, the bidder shall enter its legal name.

SERVICE AREA BOXES - The bidder shall click the appropriate box(es) for the location(s) where the bidder is offering to make contract sales.

PRODUCT CATEGORY/MANUFACTURER LIST TAB

BIDDERS/CONTRACTOR'S LEGAL NAME - In the space provided, the bidder shall enter its legal name.

PRODUCT CATEGORY/MANUFACTURERS - The bidder must identify the product category(ies) and manufacturer line(s) for the items that the bidder is offering.

ANCILLARY SERVICES TAB

BIDDERS/CONTRACTOR'S LEGAL NAME - In the space provided, the bidder shall enter its legal name.

ANCILLARY SERVICES - A Contractor may choose to offer ancillary services in conjunction with the products it provides to the Purchaser. However, any ancillary services offered must be: (1) expressly authorized in the original IFB/Contract, (2) directly related to the delivery, installation or normal use of the product or component parts purchased, (3) limited to the actual product or component parts purchased, and (4) initiated/ordered at the time of product purchase. Stand-alone services and services for products not purchased from this supply Contract, including existing equipment for which component parts from this contract are purchased, are not within the scope of this supply Contract. The Department of General Services reserves the right to determine which ancillary services shall be included in any contract.

BID ITEM SHEET TAB **(The Bid Item Workbook should contain a separate Bid Item Sheet for each manufacturer's price list or cost sheet.)**

BIDDERS/CONTRACTOR'S LEGAL NAME - In the space provided, the bidder shall enter its legal name.

MANUFACTURER – In the space provided, the bidder shall enter the manufacturer's name.

PRICING STANDARD – The bidder shall identify the pricing standard, either the manufacturer's or distributor's most recently published price list, cost plus, or custom list..

PRICE LIST IDENTIFICATION – The bidder shall specify the price list name, identification number (if applicable), and effective date in the spaces provided. Omission of this information from the Bid Item Sheet shall be cause for DGS to reject the bid. Upon DGS request, the bidder shall submit a complete price list to DGS within two working days .

CLASS OF PURCHASE – If the bidder wishes to offer an educational purchase or other category of purchase at a different price, indicate here.

PRICING TEMPLATE – It is suggested, but not required, that the Bidder submit its pricing using the attached sample pricing template. The Bidder shall attach and submit any different format with its Bid Item Workbook.

BID ITEM WORKBOOK
COSTARS-35 Furniture and Window Treatments
DOCUMENTS REQUIRED TO BE SUBMITTED WITH BID ITEM WORKBOOK

The following documents must be submitted with your completed BID ITEM WORKBOOK.

- ☐ **GSPUR-15 COSTARS, COSTARS BID/CONTRACT, completed and signed in ink.**
- ☐ **Evidence of DEPARTMENT OF STATE CERTIFICATION, if applicable** (refer to Attachment A, *Doing Business with the Commonwealth* , for guidance).
- ☐ **CORPORATE CERTIFICATION or other appropriate signature authorization if someone other than one of the officers signs the GSPUR-15 COSTARS, COSTARS BID/CONTRACT for the Bidder/Contractor (for a corporation; other business entities should specify the title of the person signing).** The form, *Corporate Certification* , is provided for the Bidder's convenience. Other appropriate forms of signature authorization are also acceptable.
- ☐ **Printed copy of DEPARTMENT OF GENERAL SERVICES SELF-CERTIFIED SMALL BUSINESS active certificate, if applicable.**
- ☐ **MANUFACTURER'S AUTHORIZATION to sell the manufacturer's goods and materials and, if applicable, bidder's authorized geographical sales territory, as determined by the manufacturer.** (Refer to Paragraph 7.b. of the *Instructions to Bidders for COSTARS Contracts* for guidance.)
- ☐ **STATE OF MANUFACTURE CHART** (Refer to Reciprocal Limitations Act Requirements (GSPUR-89) for guidance.)
- ☐ **ONE HARD (PRINTED) COPY OF THE BID. In addition, the Bidder is encouraged to include in its bid package an electronic submission of the Bid Item Workbook including all offered items and pricing on a CD and in an uprotected format (Microsoft Word or Excel).**
- ☐ **ADDENDUM(S), if applicable, should be attached to original copy of bid proposal with your acknowledgement of acceptance of each addendum either noted on its face by a signature, or by separate cover memo.** When you download a bid package from the DGS Bureau of Procurement web-pages, you are responsible to check back at the site in the event an "addendum" or change is posted to the solicitation.
- ☐ **Address bid proposal to DGS BUREAU OF PROCUREMENT, BID ROOM, 555 WALNUT STREET, 6TH FLOOR, HARRISBURG, PA 17101-1914, regardless of the chosen method of delivery.** Please refer to Section 1 of the *Instructions to Bidders for COSTARS Contracts* for additional information regarding bid submission.

BID ITEM WORKBOOK
COSTARS-35 Furniture and Window Treatments
BIDDER/CONTRACTOR DATA

BIDDER/CONTRACTOR'S LEGAL NAME:	**Keilhauer Ltd.**
D/B/A NAME, IF APPLICABLE:	Keilhauer
BIDDER ADDRESS:	1450 Birchmount Road
	Toronto, ON M1P 2E3
COUNTY LOCATED IN:	
PA Legislative House District Number	PA Legislative Senate District Number
VENDOR NUMBER:	541741
DGS Self-Certified Small Business (SB) ☐	**Certification Number**
Primary POC regarding IFB/Contract:	Karen Glassford
Secondary POC regarding IFB/Contract:	
PHONE NUMBER:	Karen: 1-877-701-4107
FAX NUMBER:	Karen: 1-877-701-4107
EMAIL ADDRESS:	Karen.Glassford@Keilhauer.com
COMPANY'S GENERAL WEBSITE ADDRESS	www.keilhauer.com

SEND PURCHASE ORDER(S) TO NAME:	Keilhauer Ltd.
D/B/A NAME, IF APPLICABLE:	Keilhauer
ADDRESS:	1450 Birchmount Road
	Toronto, ON M1P 2E3
COUNTY LOCATED IN:	Canada
HOURS OF OPERATION:	Monday - Friday, 9:00 am - 5:00 pm
POC regarding PURCHASE ORDER(S):	Agnes Chan
PHONE NUMBER:	1-800-724-5665
FAX NUMBER:	1-866-513-1535
EMAIL ADDRESS:	Customer.Service@Keilhauer.com

SEND PAYMENT(S) TO NAME:	Keilhauer Ltd.
D/B/A NAME, IF APPLICABLE:	Keilhauer
ADDRESS:	Dept. CH 17170
	Palatine, IL 6055-7170
POC regarding PAYMENT(S):	Sherry Wild
PHONE NUMBER:	1-877-701-4670
FAX NUMBER:	1-877-701-4670
EMAIL ADDRESS:	Sherry.Wild@Keilhauer.com

BID ITEM WORKBOOK
COSTARS-35 Furniture and Window Treatments
QUESTIONS

BIDDERS/CONTRACTOR'S LEGAL NAME: Keilhauer Ltd.

PLEASE BE ADVISED - COMPLETE ALL QUESTIONS AND EXPLANATIONS FOR YOUR BID TO BE ACCEPTED AS A RESPONSIBLE AND RESPONSIVE BID

The bidder must answer the following questions:

QUESTION	YES	NO	EXPLANATION
1) Does the Bidder-Contractor have any minimum order requirements? **If yes, please explain**.		NO	
2) In accordance with Section 14 of the *Standard Terms and Conditions*, the Contractor shall deliver all item(s) F.O.B. Destination. a.) Is the Bidder-Contractor quoting shipping costs as a separate line item?		NO	
b.) If no, is the Bidder-Contractor including shipping costs in its pricing?	YES		
3) Does the Bidder-Contractor offer any pricing incentive(s) such as for Internet ordering? **If yes, please explain.**		NO	
4) Does the Bidder-Contractor offer any prompt payment discount(s)? **If yes, please explain.**	YES		2% 10 Days, Net 30
5) a.) Does the Bidder-Contractor accept credit card(s) as a method of payment from any Purchaser? **If yes, please specify the particular type(s) of card(s) accepted:**	YES		Visa and Master Card
b.) If yes, does the Bidder-Contractor charge any fee(s) to the Purchaser for payment(s) made by credit card? **If yes, please explain.**		NO	
6) Does the Bidder-Contractor charge any late fee(s) to the Purchaser for payment not made in accordance with Section 11 of the *Standard Terms and Conditions*? **If yes, please explain.**		NO	
7) After notification of contract award, is the Bidder-Contractor willing to further negotiate pricing with COSTARS members?		NO	
8) If the Bidder is a manufacturer bidding directly, does the Bidder wish to offer contract items via its dealer network? **If yes, please complete LIST OF AUTHORIZED DEALERS sheet of this workbook** including supplier information and stating any dealer's territory breakdown (such as counties, municipalities, or regions). Also, indicate on the Bidder-Contractor Data Sheet a representative for Purchasers to contact regarding POs and payment.	YES		
9) Is the Bidder-Contractor going to provide a dedicated COSTARS website for Purchasers (see Section 9 of the *Standard Terms and Conditions*)? **If yes, how much time after notification of contract award will the Bidder-Contractor need to have the website up and running**?		YES	https://keilhauer.com/government-contracts

BID ITEM WORKBOOK
COSTARS-35 Furniture and Window Treatments
SERVICE AREA

BIDDERS/CONTRACTOR'S LEGAL NAME: **Keilhauer Ltd.**

Please refer to Section 5 of the COSTARS Contract Special Terms and Conditions for guidance.

SERVICE AREA

√ Statewide

OR

1 Adams
2 Allegheny
3 Armstrong
4 Beaver
5 Bedford
6 Berks
7 Blair
8 Bradford
9 Bucks
10 Butler
11 Cambria
12 Cameron
13 Carbon
14 Centre
15 Chester
16 Clarion
17 Clearfield
18 Clinton
19 Columbia
20 Crawford
21 Cumberland
22 Dauphin
23 Delaware
24 Elk
25 Erie
26 Fayette
27 Forest
28 Franklin
29 Fulton
30 Greene
31 Huntingdon
32 Indiana
33 Jefferson
34 Juniata
35 Lackawanna
36 Lancaster
37 Lawrence
38 Lebanon
39 Lehigh
40 Luzerne
41 Lycoming
42 McKean
43 Mercer
44 Mifflin
45 Monroe
46 Montgomery
47 Montour
48 Northampton
49 Northumberland
50 Perry
51 Philadelphia
52 Pike
53 Potter
54 Schuylkill
55 Snyder
56 Somerset
57 Sullivan
58 Susquehanna
59 Tioga
60 Union
61 Venango
62 Warren
63 Washington
64 Wayne
65 Westmoreland
66 Wyoming
67 York

BID ITEM WORKBOOK
COSTARS-35 Furniture and Window Treatments
PRODUCT CATEGORY/MANUFACTURER LIST

BIDDERS/CONTRACTOR'S LEGAL NAME: **Keilhauer Ltd.**

The bidder must identify the product category(ies) and manufacturer line(s) for the items that the bidder is offering. If the Bidder is not a manufacturer, it must submit written proof from each manufacturer of the Bidder's authorization to sell the manufacturer's goods and materials, as required by this Contract (the proof need not be specific to this procurement). Refer to Paragraph 7.b. of the *Instructions to Bidders for COSTARS Contracts* for further guidance.

	PRODUCT CATEGORY ***(Identify all that are applicable with a checkmark.)***	**MANUFACTURERS** ***(State ALL that are applicable. Attach additional sheet(s) to this workbook if necessary.)***
	Audio/Visual Carts, Mounts & Stands	
	Book, Chair & Table Caddies, Carts & Trucks	
√	Cafeteria Furniture	**Keilhauer Ltd.**
	Casegoods	
	Computer Furniture, Ergonomic Keyboard Trays & Monitor Arms	
	Daycare & Preschool Furniture	
	Demountable Walls	
√	Educational & Dormitory Furniture	**Keilhauer Ltd.**
	Filing & Storage Units	
	Freestanding Bookcases, Display Cases, Literature Racks & Shelving	
	Freestanding Office Furniture, Task Lighting, Panels, Partitions & Privacy Dividers	
√	Healthcare Furniture	**Keilhauer Ltd.**
√	Laboratory Furniture	**Keilhauer Ltd.**
	Law Enforcement Furniture, Evidence Lockers, Weapons Racks & Storage	
√	Library Furniture	**Keilhauer Ltd.**
√	Lobby, Lounge, Reception & Waiting Room Furniture	**Keilhauer Ltd.**
	Mailroom Furniture & Carts	
√	Meeting & Training Room Furniture, Lecturns & Podiums	**Keilhauer Ltd.**
	Outdoor/Patio Furniture	
√	Seating	**Keilhauer Ltd.**
√	Studio Furniture	**Keilhauer Ltd.**
	Systems Furniture & Accessories	
√	Tables	**Keilhauer Ltd. (Conference and Side Tables)**
	Window Blinds/Shades, Curtains/Draperies, Drapery Hardware & Interior Shutters	

BID ITEM WORKBOOK
COSTARS-35 Furniture and Window Treatments
ANCILLARY SERVICES, IF APPLICABLE

BIDDERS/CONTRACTOR'S LEGAL NAME: **Keilhauer Ltd.**

A Contractor may choose to offer ancillary services in conjunction with the products it provides to the Purchaser. However, any ancillary services offered must be: (1) expressly authorized in the original IFB/Contract, (2) directly related to the delivery, installation or normal use of the product or component parts purchased, (3) limited to the actual product or component parts purchased, and (4) initiated/ordered at the time of product purchase. Stand-alone services and services for products not purchased from this supply Contract, including existing equipment for which component parts from this contract are purchased, are not within the scope of this supply Contract. The Department of General Services reserves the right to determine which ancillary services shall be included in any contract.
Refer to Paragraph 8 of the *COSTARS Contract Special Terms and Conditions* for further guidance.

	ANCILLARY SERVICES *(Identify all that are applicable with a checkmark.)*	**PRICING** *(If applicable. Please attach additional sheet(s) with detailed pricing if necessary.)*
	Assembly/Installation/Construction Activities	**Negotiated with Dealer.**
	Extended Warranty	
	Post Warranty Support and Maintenance Service	
	Special Delivery Arrangements	
	Training	

The Bidder may submit the list of ancillary services and prices it proposes to offer. If it is not possible to submit pricing, as may be the case with certain installation services, the Bidder shall simply note that it is offering the service and that the actual price will be negotiated between it and the COSTARS participant and annotated on the purchase order at time of order.

BID ITEM WORKBOOK
COSTARS-35 Furniture and Window Treatments
BID ITEM SHEET

BIDDERS/CONTRACTORS LEGAL NAME: **Keilhauer Ltd.**

PRICING
The Bidder may offer any type of discount, mark-up, or other pricing structure such as multiple discounts for different lines of products, or different price lists, or different classes of Purchasers, or different prices for different quantities of products. Please reference Subsection 6.b. of the Special Terms and Conditions for further guidance.

After Contract award, a Contractor may offer, either on its own initiative or at a Purchaser's request, additional discounts, reduced mark-ups, customized lists, or discounted prices for any purchase within the scope of the Contract, even if such discounts, mark-ups, or discounted prices were not included in the bid prices.

The Bid Item Workbook should contain a separate Bid Item Sheet for each manufacturer's price list or cost sheet.

MANUFACTURER: **Keilhauer Ltd.**

PRICING STANDARD: (Check that which is applicable.)
√ Catalog or Manufacturer's/Distributor's Most Recently Published Price List Less % of Discount
____ Suppliers Cost Plus % of Mark-up
____ Custom List including Net Prices

PRICE LIST IDENTIFICATION:
CATALOG OR PRICE LIST NAME: Keilhauer Standard Price List 2022
IDENTIFICATION NO. (IF APPLICABLE):
EFFECTIVE DATE: February 28, 2022
CLASS OF PURCHASER: All Purchasers
(i.e. All Purchasers or separate lines for specific classes, such as Educational Purchasers and Non-educational Purchasers.)

SAMPLE PRICING TEMPLATE ***It is suggested, but not required, that the Bidder submit pricing using the template.*** ***The Bidder shall attach and submit any different format with its Bid Item Workbook.***	***EXAMPLE - VOLUME PRICING***		
ITEM CATEGORY	**VOLUME BAND I** **[SPECIFY QUANTITY]** **% DISCOUNT** **FROM LIST PRICE**	**VOLUME BAND II** **[SPECIFY QUANTITY]** **% DISCOUNT** **FROM LIST PRICE**	**VOLUME BAND III** **[SPECIFY QUANTITY]** **% DISCOUNT** **FROM LIST PRICE**
Sample 1 - Percent Discount(s) from identified Catalog or Manufacturer/Distributor's Price List. Discounts shall remain firm for the entire contract period. (Reference Special Terms and Conditions, Subsection 6.c.)	1-250 Units, 57.8 %	251-500 Units, 60.1%	501 or More Units, 64.6%
	VOLUME BAND I **[SPECIFY QUANTITY]** **% MARK-UP ABOVE COST SHEET**	**VOLUME BAND II** **[SPECIFY QUANTITY]** **% MARK-UP ABOVE COST SHEET**	**VOLUME BAND III** **[SPECIFY QUANTITY]** **% MARK-UP ABOVE COST SHEET**
Sample 2 - Percent Mark-up above the Suppliers Specified Cost. Mark-ups shall remain firm for the entire contract period. (Reference Special Terms and Conditions, Subsection 6.c.)	_____%	_____%	_____%
	VOLUME BAND I **[SPECIFY QUANTITY]** **NET PRICE**	**VOLUME BAND II** **[SPECIFY QUANTITY]** **NET PRICE**	**VOLUME BAND III** **[SPECIFY QUANTITY]** **NET PRICE**
Sample 3 - Customized List. A Contractor may update its Contract pricing information. (Reference Special Terms and Conditions, Subsection 6.c.)	$_____.__	$_____.__	$_____.__

BID ITEM WORKBOOK
COSTARS-35 Furniture and Window Treatments

KEILHAUER WARRANTY + PARTS

Keilhauer merchandise is warranted to be free from defects in material and workmanship as follows:

Standard Useage (Single Shift - 40 Hours Per Week):

Desk, conference and task chairs	10 years
Lounge seating	10 years
Multi-purpose stacking chairs	10 years
Tables	10 years
Textiles	1 year

Heavy Usage (above 40 hours per week):

Furniture	4 years

During this warranty period, Keilhauer will repair or at its option replace, free of charge, such merchandise as shall prove to be defective. This warranty does not apply to damage resulting from accident, alteration, misuse, tampering, negligence, or abuse. Textiles, leathers and powder coat finishes are not warranted against fading, wear or marking since it is beyond Keilhauer's control. All other warranties (including any warranty of fitness whether by law, implied or expressed, or otherwise) are hereby excluded.

The foregoing warranty extends only to the original purchasers who acquire new products from Keilhauer. Any product, part, or component must have been used according to Keilhauer's published instructions, installed, and maintained by Keilhauer, or an authorized Keilhauer representative.

Contact:

For inquiries relating to warranty service and parts orders, contact:
Toll Free: 1-800-724-5665

or write to:

Keilhauer
Attention: Warranty Department
1450 Birchmount Road
Toronto, Ontario M1P 2E3
Canada

or email:
warranty@keilhauer.com

BID ITEM WORKBOOK
COSTARS-35 Furniture and Window Treatments
LIST OF AUTHORIZED DEALERS

Dealer Name	Address	Phone Number	Fax Number	E-mail	Contact Name
A. Pomerantz & Company	123 South Broad Street, Philadelphia, PA 19109	215-408-2100	215-408-2110	mcguire@pomerantz.com	Frank McGuire
Advanced Office Environments	160 Quaker Lane, Malvern, PA 19355	610-993-3450	610-993-3460	bfinnicum@advancedofficeenv.com	Bruce Finicum
Alpha Office	2066 W Hunting Park Ave, Philadelphia, PA 19140	800-966-2123	206-203-0966	carmine.soto@alphaos.com	Carmine Soto
Bellia Office Interiors	1047 N Broad St, Woodbury, NJ 08096	856-845-2234	856-845-3392	abellia@bellia.net	Anthony Bellia
Benjamin Roberts Ltd	240 N Price St, Lancaster, PA 17603	717-291-1001	717-392-0111	rob@benjaminrobertsltd.com	Robert Bomberger
Better Business Products	1315 Edgewood Road, Havertown, PA 19083	610-446-1415	610-565-1212	dmboyle@betterbp.com	Dan Boyle
Brennans Office Interiors	967 E Swedesford Rd, Exton, PA 19341	610-251-2331	610-251-0476	ebrennan@brennansoi.com	Ed Brennan
Burke & Michael, Inc.	833 Beech Ave, Pittsburgh, PA 15233	412-321-2301	412-321-4582	fran@burkeandmichael.com	Fran Barbush
Business Interiors by Staples	1000 Springbrooke Blvd, Aston, PA 19014	610-245-2400	610-245-2684	grace.ober@staples.com	Grace Ober
CI Solutions	1905 Spruce Street	215-690-4315		sgibbons@cisolutionsllc.net	Shawn Gibbons
C M Eichenlaub Company	206 Forest Hills Plaza, Pittsburgh, PA 15221	717-514-4421	412-824-7280	sshovel@ptd.net	Shari DeLuca Shovel
COFCO Office Furnishings	2200 N American St, Philadelphia, PA 19133	215-291-4648	267-765-1304	jwaters@cofcogroup.com	Joan Waters
Corporate Facilities Inc.	2129 Chestnut St, Philadelphia, PA 19103	215-279-9999	215-279-9444	myekenchik@cfi-knoll.com	Michael Yekenchik
Corporate Facilities of New Jersey	2129 Chestnut St, Philadelphia, PA 19103	215-279-9999	215-279-9444	myekenchik@cfi-knoll.com	Michael Yekenchik
Corporate Facilities of the Lehigh Valley	1042 Hamilton St, Allentown, PA 18101	610-434-7236	610-439-0719	rbradley@cfi-knoll.com	Ryan Bradley
Corporate Facilities of Central PA	401 East Winding Hill Rd, Suite 110, Mechanicsburg, PA 17055	717-574-8209	717-574-8209	rbradley@cfi-knoll.com	Ryan Bradley
Corporate Facilities Philadelphia Suburbs	300 Brookside Ave, Bldg 4 - Suite 100, Ambler PA 19002	215-279-9999	215-279-9444	myekenchik@cfi-knoll.com	Michael Yekenchik
Corporate Interiors	550 East Swedesford Rd, Suite 110, Wayne, PA 19087	610-631-5400	610-631-2720	treihms@corporate-interiors.com	Teresa Reihms
Creative Business Interiors	145 Stewart Rd, Wilkes Barrre, PA 18706	570-288-7211	570-970-5817	david.davis@cbiltd.com	David Davis
Delaware School & Office	1609 E Newport Pike, Wilmington, DE 19804	302-996-0652	302-996-0692	jamie@dsofurniture.com	Jamie Kegerise
Easley & Rivers, Inc.	207 Townsend Drive, Monroeville, PA 15146	412-795-4482	412-795-4254	Bronwyn@easleyandrivers.com	Bronwyn McClure-James
Educational Furniture Solutions	536 N Trooper Rd Norristown, PA 19403	610-630-3995	610-630-3915	joe@efs-llc.com	Joe Donato
Environmental Interiors	5010 Linglestown Rd, Harrisburg, PA 17112	800-366-7913	717-652-2617	dschwan@ei-ofusa.com	Dale Schwan
Ethosource LLC	180 Grace Blvd, Morgantown, PA 19543	610-286-1766		anjelicac@ethosource.com	Anjelica Capellupo
Franklin Interiors	2740 Smallman St, Ste 600, Pittsburgh, PA 15222-4720	412-255-4058	412-255-4089	pheilman@franklininteriors.com	Paula Heilman
ICI Finishes	806 Silvia St West, Trenton, NJ 08628	609-538-8800	609-406-7978	nancyd@icifurniture.com	Nancy Dudas
Interior Workplace Solutions	6765 Ambassador Dr, Allentown, PA 18106	610-391-0733	610-391-1155	gclewell@interiorworkplace.com	Gary Clewell
Kershner Office Furniture Inc.	600 Clark Avenue, King of Prussia, PA 19406	610-768-0200	610-768-0700	bruer@kershneroffice.com	Bruer Kershner
Library Interiors	125 Drum Point Rd, Brick, NJ 08723	800-962-5180	732-262-8601	sfife@libraryinteriorsinc.com	Stewart Fife
Mahla Office Furniture	713 Penn Ave, Pittsburgh, PA 15222-3401	412-471-1714	412-471-1721	mahla@verizon.net	Dick Mahla
Office Basics	One Whittendale Drive, Ste A, Moorestown NJ 08057	800-423-0074	856-797-6800	brianw@officebasics.com	Brian Walsh
Office Environments Inc.	1500 Grundys Lane, Bristol, PA 19007	267-553-1000	267-553-1001	ncross@oeonline.net	Chris Ross
Office Furniture Plus	210 Bridgewater Rd, Ste 1, Aston, PA 19014	610-497-9120	610-497-5598	frank@officefurnitureplus.com	Frank Farmer Jr.
Office Service Company	1009 Tuckerton Ct, Reading, PA 19605	610-926-9850	610-926-9851	matthew@officeservicecompany.com	Matthew Barbour
Officeworks Inc, Pennsylvania	37 Germantown Pike East, Suite 103, Plymouth Mtg 19462	610-834-9877	610-834-9873	sfinnegan@officeworksinc.com	Sarah Finnegan
Officeworks Inc, Pennsylvania	2005 Market Street Suite #100, Philadelphia PA 19103	610-834-9877	610-834-9873	sfinnegan@officeworksinc.com	Sarah Finnegan
Offix Systems	924 Marcon Blvd Ste 102, Allentown, PA 18109	610-231-2300	610-231-2095	edschuler@offixsystems.com	Ed Schuler
One Point (Corporate Environments)	605 E Broad St, Bethlehem, PA 18018	610-974-7990	610-974-7994	toechsle@ceg-pa.com	Tom Oechsle
One Point Inc.	100 Poplar Street Scranton PA 18509	570-207-2842	570-207-2844	awelman@opoffice.com	Mandy Welman
Phillips Workplace Interiors	6345 Flank Drive Harrisburg, PA 17112	844-228-2600	717-388-4847	msevenack@phillipsatwork.com	Mark Sevenack
Phoenix Contract	2741 Bel Air Rd, Bethlehem, PA 18017	610-867-7171	610-867-9175	rtr1@rcn.com	Rich Racosky
Premier Office Solutions	601 Davisville Rd, Willow Grove, PA 19090	215-734-2300	215-734-2310	paul@premierofficesolutions.com	Paul Barr
Resource Partnership	600 Clark Avenue, King of Prussia, PA 19406	610-768-7000	610-768-0600	christine@resourcepartnership.net	Christine Barbieri
Royal Business Interiors	1208 E Market St, York, PA 17403	717-845-8775	717-845-6786	rmeyerhoff@royalbusinessint.com	Randy Meyerhoff
Source One Furniture	100 Springdale Rd,A3-310 Cherry Hill, NJ 08003	609-704-7510	609-704-1870	jesse@sourceonefurniture.com	Jesse Domeracki
Spectrum Workplace	1122 Longford Rd, Docks 20 & 21, Oaks, PA 19460	610-354-0300	610-354-0370	mgross@spectrumworkplace.com	Peggy Kelly
Stone Office Interiors	321-327 Pear Street, Scranton, PA 18505	800-827-1477	570-344-1339	tjstone@stoneofficeinc.com	TJ Stone
Supplysource Inc.	415 W 3rd St, Williamsport, PA 17701	570-327-1500	570-327-1244	larryb@supplysourceinc.com	Larry Basile
Total Office Interiors	108C Park Drive, Montgomeryville, PA 18936	610-828-3808	610-828-3952	charles@tointeriors.com	Charlie Loughery
Transamerican Office Furniture	3800 Main St, Philadelphia, PA 19127	215-482-8550	215-482-3452	vdigiesi@transamfurn.com	Vincent DiGiesi
WB Mason	1435 Melrose Hwy, Pennsauken, NJ 08110	888-495-9650	888-598-1788	kim.kearney@wbmason.com	Kim Kearney
WB Mason - Philadelphia office	1819 JFK Blvd Suite 356 Philadelphia PA 19103	888-926-2766		kim.kearney@wbmason.com	Kim Kearney
Workscape, Inc.	1900 Lowe St, Pittsburgh, PA 15220	412-920-6300	412-920-7570	design@workscapeinc.com	Lisa Impavido
Workspace LLC	261 N 3rd St, Philadelphia, PA 19106	215-733-9770	215-733-9771	jimb@workspacellc.com	Jim Blessing
Workspace Interiors & Furniture - Office Depot	3001 Frost Rd, Bristol, PA 19007	215-788-1212	215-781-9575	colleen.forgash@officedepot.com	Colleen Forgash