

## **BOARD ACTION REQUEST FORM**

**DATE OF BOARD MEETING:** April 22, 2020

**ITEM:** Furniture Proposal Recommendation

**AGENDA LOCATION** (please check one)

- Presentation *(Student or Staff Presentations, Recognitions)*  
 Action *(Items requiring the board to vote or take action, including resolutions)*  
 Information *(Items of interest to the board such as meeting dates or other general information items)*

### **EQUIPMENT DESCRIPTION**

New administration and STEM furnishings for Carpenter Elementary, Orion Oaks Elementary, and Webber Elementary.

**ADMINISTRATOR SUBMITTING ITEM:** Wes Goodman, Director Operations

### **BACKGROUND INFORMATION:**

The District along with GMB Architects & Engineers requested proposals for furniture using the purchasing program MIDEAL. This program allows us to use state bid contracts to purchase goods and services. Product samples were shipped to us and meetings were held with Carpenter, Orion Oaks and Webber. Representatives reviewed furniture layouts, products and finishes. All schools were happy with the products proposed which will be supplied by Airea Inc, Great Lakes Furniture Supply and NBS Commercial Interiors

### **FUNDING SOURCE & ACCOUNT NUMBER:**

Proceeds from the 2019 bond series 1 will be used to pay for the furniture at Carpenter, Orion Oaks and Webber Elementary schools.

### **RECOMMENDED ACTION:**

It is recommended that the Board of Education authorize the Administration to execute contracts, as presented, to purchase furniture from Airea Inc. in the amount of \$76,012.74, NBS Commercial Interiors in the amount of \$14,433.72, and Great Lake Furniture Supply in the amount of \$4,938.00 for a total award of \$95,384.46.



April 17, 2020

Heidi Mercer  
Assistant Superintendent of Teaching and Learning  
**Lake Orion Community Schools**  
315 N. Lapeer St.  
Lake Orion, MI, 48362

**RE: Lake Orion Community Schools – Furniture for purchase off Cooperative Bidding Contracts at Carpenter Elementary, Orion Oaks Elementary, and Webber Elementary.**

Dear Heidi,

Carpenter, Orion Oaks, and Webber will be receiving new administration and STEM furnishings to be installed August 2020. The intent is to have these rooms ready for use prior to the first day of school for Fall 2020.

It is the recommendation of GMB that the furniture for these buildings are purchased off cooperative bidding contracts, which contain pre-negotiated pricing for public institutions. This allows school districts to legally purchase furniture without preparing a formal bid. The recommended award totals are as follows:

***Airea, Inc.***

*Carpenter Elementary* \$24,845.85  
*Orion Oaks Elementary* \$25,237.09  
*Webber Elementary* \$25,929.80

***NBS Commercial Interiors***

*Carpenter Elementary* \$7,615.80  
*Orion Oaks Elementary* \$6,817.92

***Great Lakes Furniture Supply*** \$4,938.00

***Total Award Amount*** \$95,384.46

Sincerely,

Michelle Sawyer  
Interior Designer  
GMB Architecture + Engineering



2595 Bellingham • Troy, MI 48083 • 248.823.5400 • 248.823.5401 Fax  
 2211 Old Earhart Rd. Ste.190 • Ann Arbor, MI 48105 • 248.823.5400 • 248.823.5401 Fax  
 3201 Pine Tree Rd. Ste. A • Lansing, MI 48911 • 517.886.0072 • 248.823.5401 Fax  
 5160 Alliance Dr. • Bay City, MI 48706 • 989.895.8574 • 989.895.8545 Fax  
 4 North St. Clair St. • Toledo, OH 43604 • 419.662.2040 • 248.823.5401 Fax

**Quotation 323793**

**Quote Date** 04/09/20

**Customer Order**

**Project** 200066

**Customer** L00019

**Terms** Net 30 Days

**Expiration Date**

**Account Representative** MONIQUE DUGAN

[yourNBS.com](http://yourNBS.com)

**Remit Payments to:** NBS, 6973 Reliable Parkway, Chicago, IL 60686

**Quote To**

Diane  
 Lake Orion Community Schools  
 315 N. Lapeer Rd.  
 Lake Orion, MI, 48362

**Ship To**

Heidi Mercer  
 Carpenter Elementary School  
 2290 FLINTRIDGE ST  
 STEM Pilot Classroom, 1st Floor  
 LAKE ORION, MI, 48359-1612

**Phone** +1 (248) 693-5400

Heidi.Mercer@lok12.org

**Sales Location** Troy

**PO AND 40% DEPOSIT REQUIRED TO PLACE ORDER**  
**FIELD MEASUREMENT OF SPACE REQUIRED**

**LEAD TIME INFORMATION IS NOT AVAILABLE AT THIS TIME**

**PRICING DOES NOT INCLUDE THE REMOVAL OF EXISTING PRODUCT**

**\*\*\*\*PILOT PRICING HAS BEEN APPLIED TO THIS QUOTE - THIS IS ONLY AVAILABLE FOR THE ORION OAKS & CARPENTER STEM PI CLASSROOMS. MEETING TO DISCUSS PROJECT IS REQUESTED TO RECEIVE DISCOUNTING\*\*\*\***

Description	Quantity	Unit Price	Extended Price
<b>1 SMENTELSPRK</b> - Elemental; Table-Sprocket <b>Worksurface Finish:</b> Smith System Laminate 487860 - PEWTER MESH LAMINATE <b>Edge Type:</b> E8-1 1/4" Top with 4mm T-Mold <b>Edge Finish:</b> Smith System T-Mold CER - CERULEAN <b>Leg Finish:</b> Smith System Paint CHL - CHARCOAL <b>Height:</b> EA - Adjustable Height SMITH SYST <b>Tag For</b> 59/67-AHL	4	359.60	1,438.40
<b>2 SMENT17599</b> - Elemental; 3 inch dual wheel casters-Pack of 6, Locking <b>Caster Finish:</b> Smith System Plastic CHARCOAL - CHARCOAL SMITH SYST	4	57.60	230.40
<b>3 SMENTNL2460</b> - Elemental; Table-Nest and fold, With casters, 24D x 60W <b>Worksurface Finish:</b> Smith System Laminate 487860 - PEWTER MESH LAMINATE <b>Edge Type:</b> N8-1 1/4" Top with 4mm T-Mold	6	319.60	1,917.60

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
<b>3</b> <b>Edge Finish:</b> Smith System T-Mold CER - CERULEAN <b>Leg Finish:</b> Smith System Paint CHL - CHARCOAL <b>Height:</b> EF - Fixed Height SMITH SYST <b>Tag For</b> 24/60			
<b>4</b> <b>SMCSC110003010</b> - Cascade Mini-Case-Open, 3-3" & 1-6" EW totes, casters <b>Edge Panel Configuration:</b> P- Pltnm Body w/Solid End Pnl's <b>End Panel Finish:</b> Smith System Paint CE - CERULEAN SMITH SYST <b>Tag For</b> 30/19-T	4	286.80	1,147.20
<b>5</b> <b>SMFLV11855</b> - Flavors; Stack chair-mobile, A shell, 18H <b>Shell Finish:</b> Smith System Plastic CERULEAN - Cerulean <b>Frame Finish:</b> Smith System Paint PLT - Platinum SMITH SYST <b>Tag For</b> FLVR	12	59.60	715.20
<b>6</b> <b>LOT - NON UNION STRAIGHT TIME LABOR TO RECEIVE AND                      DELIVER NEW PRODUCT.                      NBS TROY</b>	1	214.00	214.00
<b>7</b> <b>LOT - NON UNION STRAIGHT TIME LABOR TO INSTALL NEW                      PRODUCT PER PRINT.</b>  ALL WORK TO BE DONE AT ONE TIME.  PRICING DOES NOT INCLUDE THE REMOVAL OF EXISTING PRODUCT. NBS TROY	1	765.00	765.00

<b>Quotation Totals</b>		
Sub Total		6,427.80
SMITH SYST FREIGHT		1,188.00
<b>Grand Total</b>		<b>7,615.80</b>

**End of Quotation**

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2595 Bellingham • Troy, MI 48083 • 248.823.5400 • 248.823.5401 Fax  
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**Account Representative** MONIQUE DUGAN

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 Lake Orion, MI, 48362

**Ship To**

Heidi Mercer  
 Orion Oaks Elementary School  
 1255 JOSLYN RD  
 STEM Pilot Classroom, 1st Classroom  
 LAKE ORION, MI, 48360-1131

**Phone** +1 (248) 693-5400

Heidi.Mercer@lok12.org

**Sales Location** Troy

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**Quotation Totals**

<b>Sub Total</b>	5,629.92
SMITH SYST FREIGHT	1,188.00
<b>Grand Total</b>	<b>6,817.92</b>

**End of Quotation**

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ACCEPTED BY \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**Great Lakes Furniture Supply, Inc.**

590 East 32nd Street  
Holland, MI 49423  
616-796-3245  
616-296-1202 (fax)

Date: 3/30/2020  
Customer: Lake Orion Community Schools  
Quote: V/S America

<u>Quantity</u>	<u>Mfg.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
36	V/S	Solo Four-legged Stool Model Number - 3826 Seat Height - 20 1/8" Metal Color - 059 Arctic Wood Seat Color - 021 Light Green Glides - <b>TBD</b>	\$ 113.00	\$ 4,068.00
		Total Product Cost	\$	4,068.00
		Installation Cost	\$	360.00
		Shipping Cost	\$	510.00
		<b>Total Project Cost</b>	<b>\$</b>	<b>4,938.00</b>



**AIREA, Inc**  
 3000 Town Center  
 Suite 80  
 Southfield, MI 48075  
 Phone: 248.426.0100  
 Fax: 248.426.5500  
 Email/Web: www.aireainc.com

**Quotation**

**Project:** 3181  
**Proj Desc:** LAKE ORION\_CARPENTER  
 ELEMENTARY\_ADMIN FURN\_0  
**Quote:** 3181.002  
**Status:** New

**Sold To:** 1712-02  
 Carpenter Elementary School  
 2290 Flintridge Street  
 Lake Orion, MI 48359

**Bill To:** 1712-02  
 Carpenter Elementary School  
 2290 Flintridge Street  
 Lake Orion, MI 48359  
 Attention: Accounts Payable

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Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
		<b>WAITING AREA</b>			
1	SCS-32-0HE	<b>VERY SIDE ENHANCED,FAUX LEA SEAT,FAB BK,ARMLESS,PLSTC G LD,</b> Options: (XJ)-WELLINGTON GRD A ,XJ-SA-SAGE GRD A (CF_STINSON)-CF STINSON COLOR BLOCK GRD G ,ZH-RKN-COASTLINE GRD G ,TR-FJ-SLATE GRD A ,TR-F-BLACK GRD A ,TR-LE-METALLIC SILVER GRD B	4	188.08	752.32
2	24D-TR18	<b>TRUMPET ROUND OCCASIONAL TABLE, 24"D X 18"H</b> Options: LMW-0178-WILSONART D354-60 - DESIGNER WHITE - LAMINATE PBM-0000-2MM BIO EDGE PBM-0000-SOLID COLOUR 2MM BIO PBM-0002-RAL-9016 - TRAFFIC WHITE POW-0074-POW 0074 - SILVER	2	367.88	735.76
3	FREIGHT	<b>SPEC - FREIGHT</b>	1	150.00	150.00
4	JSPY-0242-S3	<b>X SERIES,2H X 42"W,CLOSED CABINET,TWO DOORS,PTD DR FRON T,PTD LOCK BAR,FREESTANDING MOUNT,TAPER PULL</b> Options: ,TR-E-SMOKE, GRADE A ,LR-BP-CHROME, GRADE A	1	259.18	259.18
5	JTPL-1842-JYJYS	<b>X SERIES, COMMON TOP, PRD FRNT, LAM TOP, 18.75DX42W, 3M M PLSTC USR, 1MM LH,3MM BCK,1MM RH</b> Options: ,H-3E-SMOKE GRD A ,HP-3E-SMOKE GRD A	1	82.74	82.74
6	JSPY-0336-S3	<b>X SERIES,3H X 36"W,CLOSED CABINET,TWO DOORS,PTD DR FRON T,PTD LOCK BAR,FREESTANDING MOUNT,TAPER PULL</b> Options: ,TR-E-SMOKE GRD A ,LR-BP-CHROME GRD A	1	249.20	249.20
7	JTPL-1836-JYJYS	<b>X SERIES, COMMON TOP, PRD FRNT, LAM TOP, 18.75DX36W, 3M M PLSTC USR, 1MM LH,3MM BCK,1MM RH</b> Options: ,H-3E-SMOKE GRD A ,HP-3E-SMOKE GRD A	1	73.01	73.01
		<b>WAITING AREA</b>			2,302.21
		<b>RECEPTION</b>			
9	JPMP-24-S3	<b>X SERIES,PEDESTAL,MOBILE,P/B/F,24"D,PTDDRWFR T, STL LKRL ,TAPER PULL,CSTR,STL TOP</b> Options: ,TR-E-SMOKE, GRADE A ,LR-BP-CHROME, GRADE A	2	176.93	353.86
10	JLPD-0230-S3A	<b>X SERIES,27.5"H X 30"W,LATERAL FILE,FILE,PTD DRAWER FRO NT,PROUD,PTD LOCK BAR,ATTACHED,TAPER PULL,GLIDES</b> Options: ,TR-E-SMOKE, GRADE A ,LR-BP-CHROME, GRADE A	2	196.64	393.28





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 Southfield, MI 48075  
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 Fax: 248.426.5500  
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**Quotation**

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Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
13	SFT-U0-4S14A1	<b>FERN,TASK,UPH SEAT,MESH BACK,HGT ADJ ARM,LUMBAR,PNEU W/ FORWARD TILT AND BK STOP,ADJ SEAT,ALU BASE, HD CST</b> <b>Options:</b> (XJ)-WELLINGTON ,XJ-SM-WELLINGTON - SHALE, GRADE A (MB)-FERN MESH ,MB-PM-FERN MESH - PEAT MOSS, GRADE A ,TR-F-BLACK, GRADE A ,TR-TF-PITCH (TEXTURED), GRADE A	2	723.61	1,447.22
		<b>RECEPTION</b>			2,194.36
		<b>PRINCIPAL</b>			
14	JDXL-3072-JFASFN	<b>X SERIES,RECT, EXEC, DESK,LAM, EB3,30X72,END,PED,PTD,FU LL MOD,NO CBL MGT</b> <b>Options:</b> ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A ,TR-E-SMOKE, GRADE A	1	300.21	300.21
15	JPDH-24-T3RF	<b>X SERIES,PEDESTAL,ATTACHED DESK,BOX/BOX/FILE,24"D,LAM D RAWER FRONT,LAM LOCKBAR,TAPER PULL,RH,FULL MOD</b> <b>Options:</b> ,TR-E-SMOKE, GRADE A ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,LR-BP-CHROME, GRADE A	1	203.21	203.21
16	WURA-2442-LJSC	<b>WORKSURFACE, RECT,24DX42W,LAM,EDGE BAND,STD CORE,NO CBL MGT,</b> <b>Options:</b> ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A	1	48.82	48.82
17	WURA-2472-LJSC	<b>WORKSURFACE, RECT,24DX72W,LAM,EDGE BAND,STD CORE,NO CBL MGT,</b> <b>Options:</b> ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A	1	87.69	87.69
18	ZUBF-0000-PN	<b>FLUSH MOUNT PLATE</b>	4	3.49	13.96
19	SPLH-6280	<b>WORKSURFACE SUPPORT PANEL, COMPOSE, 24IN.W,LAM,3MM EDGE BAND TOP, WITHOUT BRACKETS TO HOOK INTO PANEL</b> <b>Options:</b> ,H-3E-SMOKE GRD A ,HP-3E-SMOKE GRD A ,TR-E-SMOKE GRD A	1	65.24	65.24
20	UUKS-1636-LWL	<b>ADAPTABLE,UPPER STORAGE,36"W,LAMINATE FRONT,WALL MOUNT, HINGE,SWING,LOCKING</b> <b>Options:</b> ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	2	257.98	515.96
21	UUFb-0036-P	<b>OH BACK,UNIVERSAL,WALL MOUNT 36W</b> <b>Options:</b> ,TR-E-SMOKE, GRADE A	2	14.54	29.08
22	KUAF-1636	<b>TACKBOARD,WALL-MOUNTED,UNIVERSAL 16IN. X 36IN.</b>	2	35.37	70.74



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04/07/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
		<b>Options:</b> (C1)-STRIAE GRD A ,C1-AL-TRACE GRD A			
23	JLPD-0230-T3A	<b>X SERIES,27.5"H X 30"W,LATERAL FILE,FILE,LAM DRW FRNT,L AMINATE LOCK RAIL,ATTACHED,TAPER PULL,GLIDES</b>	1	250.50	250.50
		<b>Options:</b> ,TR-E-SMOKE, GRADE A ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,LR-BP-CHROME, GRADE A			
24	J2HJ-6424-TT3R	<b>X SERIES PST,HNGDDR,64.5HX24WX24D,F/F,VALET,LH,LAM/ LAM LCKBRDRW,LAM/LAM LCKBRDR,TAPER PULL,REG TOP,GLIDE</b>	1	716.83	716.83
		<b>Options:</b> ,TR-E-SMOKE, GRADE A ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,LR-BP-CHROME, GRADE A			
25	JBCS-0242	<b>X SERIES,BOOKCASE,27.5"H X 42"W,GLIDES</b>	1	167.92	167.92
		<b>Options:</b> ,TR-E-SMOKE GRD A			
26	WURA-2442-LJSC	<b>WORKSURFACE, RECT,24DX42W,LAM,EDGE BAND,STD CORE,NO CBL MGT,</b>	1	48.82	48.82
		<b>Options:</b> ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A			
27	ZZFD-2400-PNFF	<b>COMPOSE WORKSURFACE DBL SUPPORT LEG,STEEL,24IN.D</b>	1	58.43	58.43
		<b>Options:</b> ,TR-E-SMOKE GRD A			
28	TCRN-3636-LJSNXG4A	<b>JIVE,TBL,RD,LAM,36"X36",EB3,STD,CO:NONE,X,G LD,29"H,PTD</b>	1	260.89	260.89
		<b>Options:</b> ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A			
30	SCS-32-31E	<b>VERY SIDE ENHANCED,FAUX LEA SEAT,FAB BK,ARM,HD CSTS,</b>	4	224.71	898.84
		<b>Options:</b> (XJ)-WELLINGTON GRD A ,XJ-SA-SAGE GRD A (CF_STINSON)-CF STINSON COLOR BLOCK GRD G ,ZH-RKN-COASTLINE GRD G ,TR-FJ-SLATE GRD A ,TR-F-BLACK GRD A ,TR-LE-METALLIC SILVER GRD B			
31	SFT-U0-4S14A1	<b>FERN,TASK,UPH SEAT,MESH BACK,HGT ADJ ARM,LUMBAR,PNEU W/ FORWARD TILT AND BK STOP,ADJ SEAT,ALU BASE, HD CST</b>	1	723.61	723.61
		<b>Options:</b> (XJ)-WELLINGTON ,XJ-SM-WELLINGTON - SHALE, GRADE A (MB)-FERN MESH ,MB-PM-FERN MESH - PEAT MOSS, GRADE A ,TR-F-BLACK, GRADE A ,TR-TF-PITCH (TEXTURED), GRADE A			

**PRINCIPAL**

4,460.75

**CONF ROOM**



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 Lake Orion, MI 48359

**Bill To:** 1712-02  
 Carpenter Elementary School  
 2290 Flintridge Street  
 Lake Orion, MI 48359  
 Attention: Accounts Payable

**Ship To:** 1712-02  
 Carpenter Elementary School  
 2290 Flintridge Street  
 Lake Orion, MI 48359

Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
32	TCRA-48C0-LJSKGK4A	<b>JIVE,TBL,RECT,LAM,48"X120",EB3,STD,CO:1SD/6 OPN/LR,BRD,G LD/PWRRDY,29"H,PTD</b> Options: ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,TR-E-SMOKE GRD A	1	1,323.97	1,323.97
33	EUE1-PF0W-4200	<b>FTU,1SD,6 PORT,4 RECPT,2 USB,0 DATA PORT,NO CABLE GARAG E,CLR ANOD ALUM,WHT TCH,6 CORD</b>	2	260.54	521.08
34	GAKE-1919-LJSNAC6	<b>PLANES,CART,MEDIUM MEDIA 36IN.H X 19IN.D X 19IN.W,LAM,S TD CORE,LOCKING,CASTERS</b> Options: ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-LE-METALLIC SILVER, GRADE B ,TR-7-FOG, GRADE A ,LR-BP-CHROME, GRADE A	1	591.39	591.39
36	SCT-30-1011	<b>VERY TASK CHAIR,FAUX LEA SEAT,MESH BK,FXD ARM,ALUM BSE HD CTRS,BK LK,NO LUM</b> Options: , (XJ)-WELLINGTON ,XJ-BL-WELLINGTON - BLACK, GRADE A (MS)-VERY TASK MESH ,MS-KL-VERY TASK MESH - KALE, GRADE A ,TR-7-FOG, GRADE A ,TR-LE-METALLIC SILVER, GRADE B ,TR-LE-METALLIC SILVER, GRADE B	10	323.59	3,235.90
		<b>CONF ROOM</b>			5,672.34
		<b>OFFICE A107</b>			
37	JDSL-2472-JAANBN	<b>X SERIES,RECT DESK,LAM, EB3,24X72,PED,PED,1/3 MOD,NO CB L MGT</b> Options: ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A	1	186.47	186.47
38	JPDH-24-T3LB	<b>X SERIES,PEDESTAL,ATTACHED DESK,BOX/BOX/FILE,24"D,LAM D RAWER FRONT,LAM LOCKBAR,TAPER PULL,LH,1/3 MOD</b> Options: ,TR-E-SMOKE, GRADE A ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,LR-BP-CHROME, GRADE A	1	203.21	203.21
39	JPDJ-24-T3RB	<b>X SERIES,PEDESTAL,ATTACHED DESK,FILE/FILE,24"D,LAM DRAW ER FRONT,LAM LOCKBAR,TAPER PULL,RH,1/3 MOD</b> Options: ,TR-E-SMOKE, GRADE A ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,LR-BP-CHROME, GRADE A	1	186.16	186.16
40	UUKS-1636-LWL	<b>ADAPTABLE,UPPER STORAGE,36"W,LAMINATE FRONT,WALL MOUNT, HINGE,SWING,LOCKING</b> Options: ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	2	257.98	515.96
41	UUF8-0036-P	<b>OH BACK,UNIVERSAL,WALL MOUNT 36W</b>	2	14.54	29.08



**AIREA, Inc**  
 3000 Town Center  
 Suite 80  
 Southfield, MI 48075  
 Phone: 248.426.0100  
 Fax: 248.426.5500  
 Email/Web: www.aireainc.com

**Quotation**

**Project:** 3181  
**Proj Desc:** LAKE ORION\_CARPENTER  
 ELEMENTARY\_ADMIN FURN\_0  
**Quote:** 3181.002  
**Status:** New

**Sold To:** 1712-02  
 Carpenter Elementary School  
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Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
		<b>Options:</b> ,TR-E-SMOKE GRD A			
42	KUAF-1636	<b>TACKBOARD,WALL-MOUNTED,UNIVERSAL 16IN. X 36IN.</b>	2	35.37	70.74
		<b>Options:</b> (C1)-STRIAE GRD A ,C1-AL-TRACE GRD A			
44	TCRA-3072-LJSNEC4	<b>JIVE,TBL,RECT,LAM,30"X72",EB3,STD,CO:NONE,P OST - ELL,CS TR,29"H</b>	1	362.16	362.16
		<b>Options:</b> ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A			
45	SCS-32-01E	<b>VERY SIDE ENHANCED,FAUX LEA SEAT,FAB BK,ARMLESS,HD CSTS ,</b>	4	203.07	812.28
		<b>Options:</b> (XJ)-WELLINGTON GRD A ,XJ-SA-SAGE GRD A (CF_STINSON)-CF STINSON COLORBLOCK GRD G ,ZH-RKN-COASTLINE GRD G ,TR-FJ-SLATE GRD A ,TR-F-BLACK GRD A ,TR-LE-METALLIC SILVER GRD B			
		<b>OFFICE A107</b>			2,366.06
		<b>HEALTH</b>			
46	SCS-44-0K	<b>VERY SIDE,PLSTC SEAT,PERFORATED BK,ARMLESS,FLT GLD,</b>	1	94.06	94.06
		<b>Options:</b> ,TR-FJ-SLATE, GRADE A ,TR-F-BLACK, GRADE A ,TR-LE-METALLIC SILVER, GRADE B			
47	IRN-RC3072-WF-HR	<b>FIRST AID RECOVERY COT W/ HEADREST</b>	1	2,012.99	2,012.99
		<b>Options:</b> COT COLOR-BLACK			
48	FREIGHT	<b>FREIGHT - SCHOOL OUTFITTERS</b>	1	325.00	325.00
49	HC46SF10SV	<b>HAIER 4.5 CU. FT. MINI REFRIGE IN VIRTUAL STEEL</b>	1	299.00	299.00
		<b>Options:</b> 1002429676-HOME DEPOT STORE SO SKU #			
		<b>HEALTH</b>			2,731.05
		<b>STEM C117</b>			
50	TVRA-2358-LJSNTL	<b>HOP, TABLE,RT,LAM,23"X58",EB3,STD,CO:NONE,T ,EADJSP,GLD</b>	1	639.40	639.40
		<b>Options:</b> ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,TR-E-SMOKE GRD A			
51	TV01-CSTR	<b>HOP, CASTER KIT</b>	1	25.20	25.20
52	JPMP-24-S3C	<b>X SERIES,PEDESTAL,MOBILE,P/B/F,24"D,PTDDRWF RT, STL LKRL ,TAPER PULL,CSTR,NO TOP</b>	1	176.92	176.92
		<b>Options:</b> ,TR-E-SMOKE GRD A ,LR-BP-CHROME GRD A			
53	JCTB-24	<b>X SERIES,PEDESTAL,CUSHION TOP KIT, 24"D</b>	1	65.95	65.95
		<b>Options:</b> (2A)-PIXEL GRD A ,2A-FL-FOLIO GRD A			



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**Quotation**

**Project:** 3181  
**Proj Desc:** LAKE ORION\_CARPENTER  
 ELEMENTARY\_ADMIN FURN\_0  
**Quote:** 3181.002  
**Status:** New

**Sold To:** 1712-02  
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04/07/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
55	SFT-U0-4S14A1	<b>FERN,TASK,UPH SEAT,MESH BACK,HGT ADJ            ARM,LUMBAR,PNEU W/ FORWARD TILT AND BK            STOP,ADJ SEAT,ALU BASE, HD CST</b> <b>Options:</b> (XJ)-WELLINGTON ,XJ-SM-WELLINGTON - SHALE, GRADE A (MB)-FERN MESH ,MB-PM-FERN MESH - PEAT MOSS, GRADE A ,TR-F-BLACK, GRADE A ,TR-TF-PITCH (TEXTURED), GRADE A	1	723.61	723.61
		<b>STEM C117</b>			1,631.08
		<b>STEM C116</b>			
56	24-547-003	<b>ERGOTRON, LEARNFIT SIT-STAND DESK</b>	1	288.00	288.00
57	97-926-064	<b>ERGOTRON, LEARNFIT, STORAGE BIN, DARK            GREY</b>	1	30.00	30.00
		<b>STEM C116</b>			318.00
58	INSTALL - FURNITURE	<b>Furniture Installation</b> <b>Note::</b> Non union straight time labor to receive, deliver and install new furniture per drawing	1	3,170.00	3,170.00

**This Quote Expires On 05/07/2020**

Subtotal 24,845.85  
**TOTAL AMOUNT - USD 24,845.85**



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Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

**This Quote will expire on:** May 07, 2020

**TERMS AND CONDITIONS**

**TERMS & CONDITIONS**

**GENERAL TERMS & CONDITIONS**

**Acceptance**—This order acknowledgment is the final expression of the agreement between the customer and seller and supersedes all prior or contemporaneous oral and written statements regarding the order. This acknowledgment includes and is subject to all of the terms and conditions set forth herein. The acknowledgment may only be modified in writing by the seller, or by a revised acknowledgment duly issued by the seller.  
**Insurance**—Public Liability, Workers Compensation, Property Damage, Automotive, and Occupational Disease insurances are all carried by the seller. Fire, tornado, flood and other such insurances directly related to the installation site are the buyer's responsibility. The risk of loss passes from the seller to the buyer upon delivery of the merchandise to the installation site.  
**Security Interest/Title**—Title to all goods will not pass to customer, and all merchandise shall remain the property of the seller, until it has been paid for in full. Failure to pay for merchandise with payment terms may result in repossession of the merchandise. Seller reserves a security interest in and shall have the right to repossess without a court order, all delivered merchandise for which payment in full has not been received. Purchaser agrees to pay costs and expenses, including attorney's fees resulting from actions taken to repossess merchandise.

**PRICING & PAYMENT**

**Credit**—Buyer's credit approval is required, at the seller's sole option and discretion, prior to the acceptance of any offers and shipment or delivery of any goods or merchandise. Once given, credit approval is subject to revocation by the seller at any time without notice and in such event, the seller may either require payment prior to delivery to Buyer of C.O.D. In no event shall credit be granted for the additional costs of installation that may be required.  
**Deposit**—A deposit of no less than 50% of the total price is required with all orders unless other terms have been established in writing signed by both the Buyer and Seller. Balance is due within 30 days from the date of invoicing.  
**Partial Shipments**—Seller reserves the right to make and invoice partial shipments.  
**Payment**—Seller's terms are net 30 from the date of invoice. The buyer reserves the right to charge a late fee on all delinquent invoices. When paying by American Express, VISA, and or Master Card, a four percent (4%) processing fee will be charged in addition to the total.  
**Pricing**—Prices quoted are good for 30 days from the date of this quotation. Unless specifically stated, prices do not include any applicable taxes, which are to be additional and paid for by the buyer. Freight pricing included in the quote is subject to change.  
**Taxes**—All applicable taxes will be added at the time of invoicing unless already included in the Sales Proposal.

**DESIGN**

Initial design and two rounds of revisions are complimentary – subsequent revisions to the design will be charged at \$75/hour.

**CANCELLATION & CHANGES**

Contract furniture is special ordered and manufactured. In the event that this proposal is accepted (confirmed) by the buyer and becomes an order, it is understood and agreed that it cannot be canceled except by mutual consent and dependent upon factory approval. Changes in quantity or specifications are subject to approval by the seller and manufacturer. Resulting additional charges from the manufacturer shall be paid by the buyer. All requests for changes in quantity or specification shall be delivered to the seller in writing, prior to order acknowledgment as stated above.

**DELAYS**

Seller shall not be liable for failure to deliver or delays in delivery occasioned by causes beyond seller's control, including without limitation strikes, lockout, fires, embargoes, war or other outbreak of hostilities, acts of God, inability to obtain shipping space, machinery breakdowns, delays of carriers or suppliers, and domestic or foreign governmental act or regulations. If delivery cannot be made, as per the scheduled date, because of building conditions, furniture will be placed in storage either in the seller's warehouse or a public warehouse (at the option of the seller). Buyer will pay, as additional charges, any warehousing and delivery charges where applicable.

**PRODUCT ISSUES**

Slight variations in wood product grain or color due to product age or natural differences in graining structure are beyond the control of the seller. Minor variations between finishes in products provided by single or multiple manufacturers are also considered to be acceptable. Fabrics and painted products are subject to dye lot differences which may cause minor variations in color. Such slight variations are generally acceptable and are beyond the control of the seller. No products may be rejected due to reasonable variations in wood grain, finish or dye lot differences.

**CLAIMS**

All claims shall be deemed waived unless made in writing (including digital photographs) and delivered to Seller within five (5) days of receipt of goods by buyer. In no event will any claim be entered after goods have been cut or otherwise processed. Buyer shall afford the seller prompt and reasonable opportunity to inspect goods to which any claim is made as above stated. Seller reserves the right, at its sole discretion, to remedy any claimed defect in the goods or to replace such goods. If not replaced by the seller as herein provided, the seller's liability shall be limited to the stated selling price of any defective goods. Seller shall in no event be liable for buyer's manufacturing costs, lost profits, goodwill or other special or consequential damages.

**DELIVERY & INSTALLATION**



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**Project:** 3181  
**Proj Desc:** LAKE ORION\_CARPENTER  
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**Quote:** 3181.002  
**Status:** New

**Sold To:** 1712-02  
 Carpenter Elementary School  
 2290 Flintridge Street  
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04/07/2020	Lisa Philko	D	Net 30 Days

**D&I Schedule**—Seller will inform buyer of an estimated date of delivery (“Estimated Delivery Date”) when the seller receives an estimated shipping date from its supplier or manufacturer. The estimated delivery date is not a guaranteed delivery date. Buyer recognizes and acknowledges that the Estimated Delivery Date is merely an estimate and is subject to change by the seller without notice.

**Electrical Hookup**—Hardwiring of electrical is not included unless specifically stated and must be supplied by a licensed electrician.

**Installer’s Responsibility**—The installers are responsible for clearing all furniture packing materials from the site, cleaning the furniture they installed and noting any warranty work or parts needed during a final walk-through inspection with the buyer.

**Job Site Conditions**—The job site must be ready to accept furniture with construction complete (ceiling grid and tile in, wall covering/paint done, carpet and base trim finished, hardwire of electrical/data work done, etc.) and the space free of trades (punch list trades only), as well as clean and free of debris. Adequate facilities for off-loading, staging, moving and handling of merchandise shall be provided. Delays caused by inoperable or inadequate facilities (e.g. elevator, dock, etc.) may necessitate additional charges.

**Job Site Services**—Electric current, heat/ventilation, hoisting and/or elevator service will be furnished without charge to seller.

**Labor**—Seller’s ability to erect or assemble furniture knocked-down or to permanently attach, affix, or bolt in place movable furniture is dependent on jurisdictional agreements. If trade regulations enforced at the time of installation require the use of tradesmen at the site other than the seller’s own installation personnel or subcontractor, resulting additional costs will be paid by buyer.

**Loss or Damage**—After arrival at the site, any loss or damage by weather, other trades such as painting or plastering, fire or other elements, shall be the responsibility of the buyer, and the buyer agrees to hold the seller harmless from loss for such reasons.

**Normal Business Hours**—Delivery and installation work will be performed by the seller’s staff during normal business hours Monday through Friday unless other specific agreements are made in writing and included with the proposal. Installations done after normal business hours, on weekends or holidays will be subject to an additional overtime charge and subject to the seller’s acceptance, unless such agreement was specifically agreed to in the final proposal. Work order changes must be done in writing and signed off by both parties prior to performance.

**Special Packaging**—If special packaging or handling is required that is not contained in the specifications, it will be subject to extra charge to the buyer.

**Staging & Storage Space**—Provided the merchandise does not arrive at the site earlier than the date requested, safe and adequate storage space will be provided by the buyer. If the space provided is inadequate and requires excessive sorting or storage costs, such excess cost will be reimbursed by the buyer. If the space provided is inconveniently located or on another floor, the extra cost of such moving will be reimbursed by the buyer

**Warehousing**—In the event that delivery is postponed (beyond the original delivery date) at the customer’s request, the seller reserves the right to transfer the product to storage at the customer’s risk. Such transfer to Storage will be deemed delivery to the customer for all purposes including insurance liabilities, invoicing and payment. Storage charges will be assessed for merchandise held in our warehouse at the customer’s request for over thirty (30) days.

**WARRANTY**

Buyer agrees to rely solely on manufacturer’s warranty. Seller will not be liable for any damages, losses, or claims, including claims for personal injury arising from the use or misuse of product. Buyer agrees to look solely to the manufacturer for any claims arising out of any alleged defect in the product.



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**Quotation**

**Project:** 3181  
**Proj Desc:** LAKE ORION\_CARPENTER  
 ELEMENTARY\_ADMIN FURN\_0  
 3181.002  
**Quote:** 3181.002  
**Status:** New

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Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

Subtotal 24,845.85  
**Total 24,845.85**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**





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**Quotation**

**Project:** 3180  
**Proj Desc:** LAKE ORION\_Orion Oaks  
 Elementary\_Admin furn\_020520  
**Quote:** 3180.003  
**Status:** New

**Sold To:** 1712-01  
 Orion Oaks Elementary  
 1255 Joslyn Road  
 Lake Orion, MI 48360

**Bill To:** 1712-01  
 Orion Oaks Elementary  
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**Ship To:** 1712-01  
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 Lake Orion, MI 48360

Date Entered	Salesperson	FOB	Terms
04/06/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
<b>RECEPTION</b>					
1	24D-TR18	<b>TRUMPET ROUND OCCASIONAL TABLE, 24"D X 18"H</b> <b>Options:</b> LMW-0178-WILSONART D354-60 - DESIGNER WHITE - LAMINATE PBM-0000-2MM BIO EDGE PBM-0000-SOLID COLOUR 2MM BIO PBM-0002-RAL-9016 - TRAFFIC WHITE POW-0074-POW 0074 - SILVER	2	367.88	735.76
2	FREIGHT	<b>SPEC - FREIGHT</b>	1	150.00	150.00
3	SCS-32-0HE	<b>VERY SIDE ENHANCED,FAUX LEA SEAT,FAB BK,ARMLESS,PLSTC G LD,</b> <b>Options:</b> (XJ)-WELLINGTON GRD A ,XJ-SM-SHALE GRD A (CF_STINSON)-CF STINSON COLOR BLOCK GRD G ,ZH-E18-CRISP GRD G ,TR-FJ-SLATE GRD A ,TR-F-BLACK GRD A ,TR-LE-METALLIC SILVER GRD B	4	188.08	752.32
4	SFT-U0-4S14A1	<b>FERN,TASK,UPH SEAT,MESH BACK,HGT ADJ ARM,LUMBAR,PNEU W/ FORWARD TILT AND BK STOP,ADJ SEAT,ALU BASE, HD CST</b> <b>Options:</b> (XJ)-WELLINGTON ,XJ-SM-WELLINGTON - SHALE, GRADE A (MB)-FERN MESH ,MB-PM-FERN MESH - PEAT MOSS, GRADE A ,TR-F-BLACK, GRADE A ,TR-TF-PITCH (TEXTURED), GRADE A	2	723.61	1,447.22
5	JPMP-24-S3C	<b>X SERIES,PEDESTAL,MOBILE,P/B/F,24"D,PTDDRWF RT, STL LKRL ,TAPER PULL,CSTR,NO TOP</b> <b>Options:</b> ,TR-E-SMOKE, GRADE A ,LR-BP-CHROME, GRADE A	2	176.93	353.86
6	JCTB-24	<b>X SERIES,PEDESTAL,CUSHION TOP KIT, 24"D</b> <b>Options:</b> (2A)-PIXEL GRD A ,2A-FL-FOLIO GRD A	2	65.95	131.90
7	JLPD-0242-S3A	<b>X SERIES,27.5"H X 42"W,LATERAL FILE,FILE,PTD DRAWER FRO NT,PROUD,PTD LOCK BAR,ATTACHED,TAPER PULL,GLIDES</b> <b>Options:</b> ,TR-E-SMOKE, GRADE A ,LR-BP-CHROME, GRADE A	3	258.93	776.79
<b>RECEPTION</b>					4,347.85
<b>HEALTH</b>					
10	SCS-44-0K	<b>VERY SIDE,PLSTC SEAT,PERFORATED BK,ARMLESS,FLT GLD,</b> <b>Options:</b> ,TR-FJ-SLATE, GRADE A ,TR-F-BLACK, GRADE A ,TR-LE-METALLIC SILVER, GRADE B	1	94.06	94.06
11	IRN-RC3072-WF-HR	<b>FIRST AID RECOVERY COT W/ HEADREST</b> <b>Options:</b> COT COLOR-BLACK	1	2,012.99	2,012.99
12	FREIGHT	<b>FREIGHT - SCHOOL OUTFITTERS</b>	1	325.00	325.00



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**Quotation**

**Project:** 3180  
**Proj Desc:** LAKE ORION\_Orion Oaks  
 Elementary\_Admin furn\_020520  
**Quote:** 3180.003  
**Status:** New

**Sold To:** 1712-01  
 Orion Oaks Elementary  
 1255 Joslyn Road  
 Lake Orion, MI 48360

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Date Entered	Salesperson	FOB	Terms
04/06/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
13	HC46SF10SV	<b>HAIER 4.5 CU. FT. MINI REFRIGE IN VIRTUAL STEEL</b> Options: 1002429676-HOME DEPOT STORE SO SKU #  HEALTH	1	299.00	299.00  2,731.05
14	JDXL-3072-JFFSFN	<b>PRINCIPAL X SERIES,RECT, EXEC, DESK,LAM, EB3,30X72,END,END,PTD,FU LL MOD,NO CBL MGT</b> Options: ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A ,TR-E-SMOKE, GRADE A	1	382.57	382.57
15	WURA-2442-LJSC	<b>WORKSURFACE, RECT,24DX42W,LAM,EDGE BAND,STD CORE,NO CBL MGT,</b> Options: ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A	1	48.82	48.82
16	WURA-2472-LJSC	<b>WORKSURFACE, RECT,24DX72W,LAM,EDGE BAND,STD CORE,NO CBL MGT,</b> Options: ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A	1	87.69	87.69
17	SPLH-6280	<b>WORKSURFACE SUPPORT PANEL, COMPOSE, 24IN.W,LAM,3MM EDGE BAND TOP, WITHOUT BRACKETS TO HOOK INTO PANEL</b> Options: ,H-3E-SMOKE GRD A ,HP-3E-SMOKE GRD A ,TR-E-SMOKE GRD A	1	65.24	65.24
18	ZUBF-0000-PN	<b>FLUSH MOUNT PLATE</b>	4	3.49	13.96
19	JPMP-24-T3C	<b>X SERIES,PEDESTAL,MOBILE,P/B/F,24"D,LAMDRWF RT, LAM LKRL ,TAPER PULL,CSTR,NO TOP</b> Options: ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	1	223.49	223.49
20	JCTB-24	<b>X SERIES,PEDESTAL,CUSHION TOP KIT, 24"D</b> Options: (2A)-PIXEL GRD A ,2A-FL-FOLIO GRD A	1	65.95	65.95
21	UUKS-1636-LWL	<b>ADAPTABLE,UPPER STORAGE,36"W,LAMINATE FRONT,WALL MOUNT, HINGE,SWING,LOCKING</b> Options: ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	2	257.98	515.96
22	UUFB-0036-P	<b>OH BACK,UNIVERSAL,WALL MOUNT 36W</b> Options: ,TR-E-SMOKE, GRADE A	2	14.54	29.08
23	KUAF-1636	<b>TACKBOARD,WALL-MOUNTED,UNIVERSAL 16IN. X 36IN.</b> Options: (C1)-STRIAE GRD A ,C1-AL-TRACE GRD A	2	35.37	70.74



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**Quotation**

**Project:** 3180  
**Proj Desc:** LAKE ORION\_Orion Oaks  
 Elementary\_Admin furn\_020520  
**Quote:** 3180.003  
**Status:** New

**Sold To:** 1712-01  
 Orion Oaks Elementary  
 1255 Joslyn Road  
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04/06/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
24	JLPD-0230-T3A	<b>X SERIES,27.5"H X 30"W,LATERAL FILE,FILE,LAM DRW FRNT,L AMINATE LOCK RAIL,ATTACHED,TAPER PULL,GLIDES</b> <b>Options:</b> ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	1	250.50	250.50
25	J2HG-6424-TT3R	<b>X SERIES</b> <b>PST,HNGDDR,64.5HX24WX24D,F/F,VALET,RH,LAM/LAM LCKBRDRW,LAM/LAM LCKBRDR,TAPER PULL,REG TOP,GLIDE</b> <b>Options:</b> ,TR-E-SMOKE, GRADE A ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,LR-BP-CHROME, GRADE A	1	716.83	716.83
26	TCRN-3636-LJSNXG4A	<b>JIVE,TBL,RD,LAM,36"X36",EB3,STD,CO:NONE,X,G LD,29"H,PTD</b> <b>Options:</b> ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A	1	260.89	260.89
27	SCS-32-31E	<b>VERY SIDE ENHANCED,FAUX LEA SEAT,FAB BK,ARM,HD CSTS,</b> <b>Options:</b> (XJ)-WELLINGTON GRD A ,XJ-SM-SHALE GRD A (CF_STINSON)-CF STINSON COLOR BLOCK GRD G ,ZH-E18-CRISP GRD G ,TR-FJ-SLATE GRD A ,TR-F-BLACK GRD A ,TR-LE-METALLIC SILVER GRD B	4	224.71	898.84
28	SFT-U0-4S14A1	<b>FERN,TASK,UPH SEAT,MESH BACK,HGT ADJ ARM,LUMBAR,PNEU W/ FORWARD TILT AND BK STOP,ADJ SEAT,ALU BASE, HD CST</b> <b>Options:</b> (XJ)-WELLINGTON ,XJ-SM-WELLINGTON - SHALE, GRADE A (MB)-FERN MESH ,MB-PM-FERN MESH - PEAT MOSS, GRADE A ,TR-F-BLACK, GRADE A ,TR-TF-PITCH (TEXTURED), GRADE A	1	723.61	723.61
<b>PRINCIPAL</b>					4,354.17
30	TCRA-48C0-LJSKGK4A	<b>CONFERENCE</b> <b>JIVE,TBL,RECT,LAM,48"X120",EB3,STD,CO:1SD/6 OPN/LR,BRD,G LD/PWRRDY,29"H,PTD</b> <b>Options:</b> ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,TR-E-SMOKE GRD A	1	1,323.97	1,323.97
31	EUE1-PF0W-4200	<b>FTU,1SD,6 PORT,4 RECPT,2 USB,0 DATA PORT,NO CABLE GARAG E,CLR ANOD ALUM,WHT TCH,6 CORD</b>	2	260.54	521.08
32	SCT-30-1011	<b>VERY TASK CHAIR,FAUX LEA SEAT,MESH BK,FXD ARM,ALUM BSE HD CTRS,BK LK,NO LUM</b> <b>Options:</b> (XJ)-WELLINGTON ,XJ-BL-WELLINGTON - BLACK, GRADE A (MS)-VERY TASK MESH	10	323.59	3,235.90



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		,MS-KL-VERY TASK MESH - KALE, GRADE A ,TR-7-FOG, GRADE A ,TR-LE-METALLIC SILVER, GRADE B ,TR-LE-METALLIC SILVER, GRADE B  <b>CONFERENCE</b>			5,080.95
		<b>OFFICE A105</b>			
33	JDXL-3072-JFFSFN	<b>X SERIES,RECT, EXEC, DESK,LAM, EB3,30X72,END,END,PTD,FU LL MOD,NO CBL MGT</b> <b>Options:</b> ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A ,TR-E-SMOKE, GRADE A	1	382.57	382.57
34	WURA-2442-LJSC	<b>WORKSURFACE, RECT,24DX42W,LAM,EDGEBAND,STD CORE,NO CBL MGT,</b> <b>Options:</b> ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A	1	48.82	48.82
35	WURA-2472-LJSC	<b>WORKSURFACE, RECT,24DX72W,LAM,EDGEBAND,STD CORE,NO CBL MGT,</b> <b>Options:</b> ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A	1	87.69	87.69
36	SPLH-6280	<b>WORKSURFACE SUPPORT PANEL, COMPOSE, 24IN.W,LAM,3MM EDGE BAND TOP, WITHOUT BRACKETS TO HOOK INTO PANEL</b> <b>Options:</b> ,H-3E-SMOKE GRD A ,HP-3E-SMOKE GRD A ,TR-E-SMOKE GRD A	1	65.24	65.24
37	ZUBF-0000-PN	<b>FLUSH MOUNT PLATE</b>	4	3.49	13.96
38	JPMP-24-T3C	<b>X SERIES,PEDESTAL,MOBILE,P/B/F,24"D,LAMDRWF RT, LAM LKRL ,TAPER PULL,CSTR,NO TOP</b> <b>Options:</b> ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	1	223.49	223.49
39	JCTB-24	<b>X SERIES,PEDESTAL,CUSHION TOP KIT, 24"D</b> <b>Options:</b> (2A)-PIXEL GRD A ,2A-FL-FOLIO GRD A	1	65.95	65.95
40	UUKS-1636-LWL	<b>ADAPTABLE,UPPER STORAGE,36"W,LAMINATE FRONT,WALL MOUNT, HINGE,SWING,LOCKING</b> <b>Options:</b> ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	2	257.98	515.96
41	UUFb-0036-P	<b>OH BACK,UNIVERSAL,WALL MOUNT 36W</b> <b>Options:</b> ,TR-E-SMOKE, GRADE A	2	14.54	29.08
42	KUAF-1636	<b>TACKBOARD,WALL-MOUNTED,UNIVERSAL 16IN. X 36IN.</b> <b>Options:</b> (C1)-STRIAE GRD A ,C1-AL-TRACE GRD A	2	35.37	70.74



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43	JLPD-0230-T3A	<b>X SERIES,27.5"H X 30"W,LATERAL FILE,FILE,LAM DRW FRNT,L AMINATE LOCK RAIL,ATTACHED,TAPER PULL,GLIDES</b> <b>Options:</b> ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	3	250.50	751.50
44	JTPL-1860-JYJYS	<b>X SERIES, COMMON TOP, PRD FRNT, LAM TOP, 18.75DX60W, 3M M PLSTC USR, 1MM LH,3MM BCK,1MM RH</b> <b>Options:</b> ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A	1	120.96	120.96
46	SCS-32-31E	<b>VERY SIDE ENHANCED,FAUX LEA SEAT,FAB BK,ARM,HD CSTS,</b> <b>Options:</b> (XJ)-WELLINGTON GRD A ,XJ-SM-SHALE GRD A (CF_STINSON)-CF STINSON COLOR BLOCK GRD G ,ZH-E18-CRISP GRD G ,TR-FJ-SLATE GRD A ,TR-F-BLACK GRD A ,TR-LE-METALLIC SILVER GRD B	2	224.71	449.42
47	SFT-U0-4S14A1	<b>FERN,TASK,UPH SEAT,MESH BACK,HGT ADJ ARM,LUMBAR,PNEU W/ FORWARD TILT AND BK STOP,ADJ SEAT,ALU BASE, HD CST</b> <b>Options:</b> (XJ)-WELLINGTON ,XJ-SM-WELLINGTON - SHALE, GRADE A (MB)-FERN MESH ,MB-PM-FERN MESH - PEAT MOSS, GRADE A ,TR-F-BLACK, GRADE A ,TR-TF-PITCH (TEXTURED), GRADE A	1	723.61	723.61
		<b>OFFICE A105</b>			3,548.99
48	TVRA-2358-LJSNTL	<b>STEM D108</b> <b>HOP, TABLE,RT,LAM,23"X58",EB3,STD,CO:NONE,T ,EADJSP,GLD</b> <b>Options:</b> ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,TR-E-SMOKE GRD A	1	639.40	639.40
49	TV01-CSTR	<b>HOP, CASTER KIT</b>	1	25.20	25.20
50	JPMP-24-S3C	<b>X SERIES,PEDESTAL,MOBILE,P/B/F,24"D,PTDDRW RT, STL LKRL ,TAPER PULL,CSTR,NO TOP</b> <b>Options:</b> ,TR-E-SMOKE GRD A ,LR-BP-CHROME GRD A	1	176.92	176.92
51	JCTB-24	<b>X SERIES,PEDESTAL,CUSHION TOP KIT, 24"D</b> <b>Options:</b> (2A)-PIXEL GRD A ,2A-FL-FOLIO GRD A	1	65.95	65.95
52	SFT-U0-4S14A1	<b>FERN,TASK,UPH SEAT,MESH BACK,HGT ADJ ARM,LUMBAR,PNEU W/ FORWARD TILT AND BK STOP,ADJ SEAT,ALU BASE, HD CST</b> <b>Options:</b> (XJ)-WELLINGTON ,XJ-SM-WELLINGTON - SHALE, GRADE A (MB)-FERN MESH ,MB-PM-FERN MESH - PEAT MOSS, GRADE A	1	723.61	723.61



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Line	Item Number	Description	Qty	Unit Price	Extended
		,TR-F-BLACK, GRADE A ,TR-TF-PITCH (TEXTURED), GRADE A  <b>STEM D108</b>			1,631.08
		<b>STEM D101</b>			
54	24-547-003	<b>ERGOTRON, LEARNFIT SIT-STAND DESK</b>	1	288.00	288.00
55	97-926-064	<b>ERGOTRON, LEARNFIT, STORAGE BIN, DARK GREY</b>	1	30.00	30.00
		<b>STEM D101</b>			318.00
56	INSTALL - FURNITURE	<b>Furniture Installation</b> <b>Note::</b> Non union straight time labor to receive, deliver and install new furniture per drawing	1	3,225.00	3,225.00

**This Quote Expires On 05/06/2020**

Subtotal 25,237.09  
**TOTAL AMOUNT - USD 25,237.09**



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**This Quote will expire on:** May 06, 2020

**TERMS AND CONDITIONS**

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**GENERAL TERMS & CONDITIONS**

**Acceptance**—This order acknowledgment is the final expression of the agreement between the customer and seller and supersedes all prior or contemporaneous oral and written statements regarding the order. This acknowledgment includes and is subject to all of the terms and conditions set forth herein. The acknowledgment may only be modified in writing by the seller, or by a revised acknowledgment duly issued by the seller.  
**Insurance**—Public Liability, Workers Compensation, Property Damage, Automotive, and Occupational Disease insurances are all carried by the seller. Fire, tornado, flood and other such insurances directly related to the installation site are the buyer's responsibility. The risk of loss passes from the seller to the buyer upon delivery of the merchandise to the installation site.  
**Security Interest/Title**—Title to all goods will not pass to customer, and all merchandise shall remain the property of the seller, until it has been paid for in full. Failure to pay for merchandise with payment terms may result in repossession of the merchandise. Seller reserves a security interest in and shall have the right to repossess without a court order, all delivered merchandise for which payment in full has not been received. Purchaser agrees to pay costs and expenses, including attorney's fees resulting from actions taken to repossess merchandise.

**PRICING & PAYMENT**

**Credit**—Buyer's credit approval is required, at the seller's sole option and discretion, prior to the acceptance of any offers and shipment or delivery of any goods or merchandise. Once given, credit approval is subject to revocation by the seller at any time without notice and in such event, the seller may either require payment prior to delivery to Buyer of C.O.D. In no event shall credit be granted for the additional costs of installation that may be required.  
**Deposit**—A deposit of no less than 50% of the total price is required with all orders unless other terms have been established in writing signed by both the Buyer and Seller. Balance is due within 30 days from the date of invoicing.  
**Partial Shipments**—Seller reserves the right to make and invoice partial shipments.  
**Payment**—Seller's terms are net 30 from the date of invoice. The buyer reserves the right to charge a late fee on all delinquent invoices. When paying by American Express, VISA, and or Master Card, a four percent (4%) processing fee will be charged in addition to the total.  
**Pricing**—Prices quoted are good for 30 days from the date of this quotation. Unless specifically stated, prices do not include any applicable taxes, which are to be additional and paid for by the buyer. Freight pricing included in the quote is subject to change.  
**Taxes**—All applicable taxes will be added at the time of invoicing unless already included in the Sales Proposal.

**DESIGN**

Initial design and two rounds of revisions are complimentary – subsequent revisions to the design will be charged at \$75/hour.

**CANCELLATION & CHANGES**

Contract furniture is special ordered and manufactured. In the event that this proposal is accepted (confirmed) by the buyer and becomes an order, it is understood and agreed that it cannot be canceled except by mutual consent and dependent upon factory approval. Changes in quantity or specifications are subject to approval by the seller and manufacturer. Resulting additional charges from the manufacturer shall be paid by the buyer. All requests for changes in quantity or specification shall be delivered to the seller in writing, prior to order acknowledgment as stated above.

**DELAYS**

Seller shall not be liable for failure to deliver or delays in delivery occasioned by causes beyond seller's control, including without limitation strikes, lockout, fires, embargoes, war or other outbreak of hostilities, acts of God, inability to obtain shipping space, machinery breakdowns, delays of carriers or suppliers, and domestic or foreign governmental act or regulations. If delivery cannot be made, as per the scheduled date, because of building conditions, furniture will be placed in storage either in the seller's warehouse or a public warehouse (at the option of the seller). Buyer will pay, as additional charges, any warehousing and delivery charges where applicable.

**PRODUCT ISSUES**

Slight variations in wood product grain or color due to product age or natural differences in graining structure are beyond the control of the seller. Minor variations between finishes in products provided by single or multiple manufacturers are also considered to be acceptable. Fabrics and painted products are subject to dye lot differences which may cause minor variations in color. Such slight variations are generally acceptable and are beyond the control of the seller. No products may be rejected due to reasonable variations in wood grain, finish or dye lot differences.

**CLAIMS**

All claims shall be deemed waived unless made in writing (including digital photographs) and delivered to Seller within five (5) days of receipt of goods by buyer. In no event will any claim be entered after goods have been cut or otherwise processed. Buyer shall afford the seller prompt and reasonable opportunity to inspect goods to which any claim is made as above stated. Seller reserves the right, at its sole discretion, to remedy any claimed defect in the goods or to replace such goods. If not replaced by the seller as herein provided, the seller's liability shall be limited to the stated selling price of any defective goods. Seller shall in no event be liable for buyer's manufacturing costs, lost profits, goodwill or other special or consequential damages.

**DELIVERY & INSTALLATION**



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**D&I Schedule**—Seller will inform buyer of an estimated date of delivery (“Estimated Delivery Date”) when the seller receives an estimated shipping date from its supplier or manufacturer. The estimated delivery date is not a guaranteed delivery date. Buyer recognizes and acknowledges that the Estimated Delivery Date is merely an estimate and is subject to change by the seller without notice.

**Electrical Hookup**—Hardwiring of electrical is not included unless specifically stated and must be supplied by a licensed electrician.

**Installer’s Responsibility**—The installers are responsible for clearing all furniture packing materials from the site, cleaning the furniture they installed and noting any warranty work or parts needed during a final walk-through inspection with the buyer.

**Job Site Conditions**—The job site must be ready to accept furniture with construction complete (ceiling grid and tile in, wall covering/paint done, carpet and base trim finished, hardwire of electrical/data work done, etc.) and the space free of trades (punch list trades only), as well as clean and free of debris. Adequate facilities for off-loading, staging, moving and handling of merchandise shall be provided. Delays caused by inoperable or inadequate facilities (e.g. elevator, dock, etc.) may necessitate additional charges.

**Job Site Services**—Electric current, heat/ventilation, hoisting and/or elevator service will be furnished without charge to seller.

**Labor**—Seller’s ability to erect or assemble furniture knocked-down or to permanently attach, affix, or bolt in place movable furniture is dependent on jurisdictional agreements. If trade regulations enforced at the time of installation require the use of tradesmen at the site other than the seller’s own installation personnel or subcontractor, resulting additional costs will be paid by buyer.

**Loss or Damage**—After arrival at the site, any loss or damage by weather, other trades such as painting or plastering, fire or other elements, shall be the responsibility of the buyer, and the buyer agrees to hold the seller harmless from loss for such reasons.

**Normal Business Hours**—Delivery and installation work will be performed by the seller’s staff during normal business hours Monday through Friday unless other specific agreements are made in writing and included with the proposal. Installations done after normal business hours, on weekends or holidays will be subject to an additional overtime charge and subject to the seller’s acceptance, unless such agreement was specifically agreed to in the final proposal. Work order changes must be done in writing and signed off by both parties prior to performance.

**Special Packaging**—If special packaging or handling is required that is not contained in the specifications, it will be subject to extra charge to the buyer.

**Staging & Storage Space**—Provided the merchandise does not arrive at the site earlier than the date requested, safe and adequate storage space will be provided by the buyer. If the space provided is inadequate and requires excessive sorting or storage costs, such excess cost will be reimbursed by the buyer. If the space provided is inconveniently located or on another floor, the extra cost of such moving will be reimbursed by the buyer

**Warehousing**—In the event that delivery is postponed (beyond the original delivery date) at the customer’s request, the seller reserves the right to transfer the product to storage at the customer’s risk. Such transfer to Storage will be deemed delivery to the customer for all purposes including insurance liabilities, invoicing and payment. Storage charges will be assessed for merchandise held in our warehouse at the customer’s request for over thirty (30) days.

**WARRANTY**

Buyer agrees to rely solely on manufacturer’s warranty. Seller will not be liable for any damages, losses, or claims, including claims for personal injury arising from the use or misuse of product. Buyer agrees to look solely to the manufacturer for any claims arising out of any alleged defect in the product.





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**Quotation**

**Project:** 3180  
**Proj Desc:** LAKE ORION\_Orion Oaks  
 Elementary\_Admin furn\_020520  
 3180.003  
**Quote:** 3180.003  
**Status:** New

**Sold To:** 1712-01  
 Orion Oaks Elementary  
 1255 Joslyn Road  
 Lake Orion, MI 48360

**Bill To:** 1712-01  
 Orion Oaks Elementary  
 1255 Joslyn Road  
 Lake Orion, MI 48360  
 Attention: Accounts Payable

**Ship To:** 1712-01  
 Orion Oaks Elementary  
 1255 Joslyn Road  
 Lake Orion, MI 48360

Date Entered	Salesperson	FOB	Terms
04/06/2020	Lisa Philko	D	Net 30 Days

Subtotal 25,237.09  
**Total 25,237.09**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**



**AIREA, Inc**  
 3000 Town Center  
 Suite 80  
 Southfield, MI 48075  
 Phone: 248.426.0100  
 Fax: 248.426.5500  
 Email/Web: www.aireainc.com

**Project:** 3182  
**Proj Desc:** LAKE ORION\_WEBBER  
 ELEMENTARY\_ADMIN FURN\_0  
**Quote:** 3182.002  
**Status:** New

**Sold To:** 1712-03  
 Webber Elementary School  
 3191 Clarkston Rd  
 LAKE ORION, MI 48362

**Bill To:** 1712-03  
 Webber Elementary School  
 3191 Clarkston Rd  
 LAKE ORION, MI 48362  
 Attention: Accounts Payable

**Ship To:** 1712-03  
 Webber Elementary School  
 3191 Clarkston Rd  
 LAKE ORION, MI 48362

Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
<b>WAITING AREA</b>					
1	24D-TR18	<b>TRUMPET ROUND OCCASIONAL TABLE, 24"D X 18"H</b> Options: LMW-0178-WILSONART D354-60 - DESIGNER WHITE - LAMINATE PBM-0000-2MM BIO EDGE PBM-0000-SOLID COLOUR 2MM BIO PBM-0002-RAL-9016 - TRAFFIC WHITE POW-0074-POW 0074 - SILVER	1	367.88	367.88
2	FREIGHT	<b>SPEC - FREIGHT</b>	1	150.00	150.00
3	SCS-32-0HE	<b>VERY SIDE ENHANCED,FAUX LEA SEAT,FAB BK,ARMLESS,PLSTC G LD,</b> Options: (XJ)-WELLINGTON GRD A ,XJ-SM-SHALE GRD A (DESIGNTEX POP ART)-DESIGNTEX POP ART GRD F ,ZH-HPD-LAGOON GRD F ,TR-FJ-SLATE GRD A ,TR-F-BLACK GRD A ,TR-LE-METALLIC SILVER GRD B	3	177.68	533.04
4	JSPY-0336-S3	<b>X SERIES,3H X 36"W,CLOSED CABINET,TWO DOORS,PTD DR FRON T,PTD LOCK BAR,FREESTANDING MOUNT,TAPER PULL</b> Options: ,TR-E-SMOKE GRD A ,LR-BP-CHROME GRD A	1	249.20	249.20
5	JTPL-1836-JYJYS	<b>X SERIES, COMMON TOP, PRD FRNT, LAM TOP, 18.75DX36W, 3M M PLSTC USR, 1MM LH,3MM BCK,1MM RH</b> Options: ,H-3E-SMOKE GRD A ,HP-3E-SMOKE GRD A	1	73.01	73.01
<b>WAITING AREA</b>					1,373.13
<b>RECEPTION</b>					
7	JPMJ-24-S3	<b>X SERIES,PEDESTAL,MOBILE,F/F,24"D,PTDDRWFR T , STL LKRL,T APER PULL,CSTR,STL TOP</b> Options: ,TR-E-SMOKE, GRADE A ,LR-BP-CHROME, GRADE A	3	169.38	508.14
8	JPMP-24-S3	<b>X SERIES,PEDESTAL,MOBILE,P/B/F,24"D,PTDDRWFR T, STL LKRL ,TAPER PULL,CSTR,STL TOP</b> Options: ,TR-E-SMOKE, GRADE A ,LR-BP-CHROME, GRADE A	2	176.93	353.86
9	JLPD-0242-S3A	<b>X SERIES,27.5"H X 42"W,LATERAL FILE,FILE,PTD DRAWER FRO NT,PROUD,PTD LOCK BAR,ATTACHED,TAPER PULL,GLIDES</b> Options: ,TR-E-SMOKE, GRADE A ,LR-BP-CHROME, GRADE A	3	258.93	776.79
13	SFT-U0-4S14A1	<b>FERN,TASK,UPH SEAT,MESH BACK,HGT ADJ ARM,LUMBAR,PNEU W/ FORWARD TILT AND BK STOP,ADJ SEAT,ALU BASE, HD CST</b> Options: (XJ)-WELLINGTON ,XJ-SM-WELLINGTON - SHALE, GRADE A (MB)-FERN MESH ,MB-PM-FERN MESH - PEAT MOSS, GRADE A	2	723.61	1,447.22



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**Quotation**

**Project:** 3182  
**Proj Desc:** LAKE ORION\_WEBBER  
 ELEMENTARY\_ADMIN FURN\_0  
**Quote:** 3182.002  
**Status:** New

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Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
		,TR-F-BLACK, GRADE A ,TR-TF-PITCH (TEXTURED), GRADE A  <b>RECEPTION</b>			3,086.01
		<b>PRINCIPAL</b>			
14	JDXL-3072-JAFSFN	<b>X SERIES,RECT, EXEC, DESK,LAM, EB3,30X72,PED,END,PTD,FU LL MOD,NO CBL MGT</b> <b>Options:</b> ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A ,TR-E-SMOKE, GRADE A	1	300.21	300.21
15	JPDH-24-T3LF	<b>X SERIES,PEDESTAL,ATTACHED DESK,BOX/BOX/FILE,24"D,LAM D RAWER FRONT,LAM LOCKBAR,TAPER PULL,LH,FULL MOD</b> <b>Options:</b> ,TR-E-SMOKE, GRADE A ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,LR-BP-CHROME, GRADE A	1	203.21	203.21
16	WURA-2442-LJSC	<b>WORKSURFACE, RECT,24DX42W,LAM,EDGE BAND,STD CORE,NO CBL MGT,</b> <b>Options:</b> ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A	1	48.82	48.82
17	WURA-2478-LJSC	<b>WORKSURFACE, RECT,24DX78W,LAM,EDGE BAND,STD CORE,NO CBL MGT,</b> <b>Options:</b> ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A	1	93.39	93.39
18	SPLH-6280	<b>WORKSURFACE SUPPORT PANEL, COMPOSE, 24IN.W,LAM,3MM EDGE BAND TOP, WITHOUT BRACKETS TO HOOK INTO PANEL</b> <b>Options:</b> ,H-3E-SMOKE GRD A ,HP-3E-SMOKE GRD A ,TR-E-SMOKE GRD A	1	65.24	65.24
19	ZUBF-0000-PN	<b>FLUSH MOUNT PLATE</b>	4	3.49	13.96
20	UUKS-1636-LWL	<b>ADAPTABLE,UPPER STORAGE,36"W,LAMINATE FRONT,WALL MOUNT, HINGE,SWING,LOCKING</b> <b>Options:</b> ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	1	257.97	257.97
21	UUKS-1642-LWL	<b>ADAPTABLE,UPPER STORAGE,42"W,LAMINATE FRONT,WALL MOUNT, HINGE,SWING,LOCKING</b> <b>Options:</b> ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	1	265.52	265.52
22	UUFb-0036-P	<b>OH BACK,UNIVERSAL,WALL MOUNT 36W</b> <b>Options:</b> ,TR-E-SMOKE GRD A	1	14.53	14.53
23	UUFb-0042-P	<b>OH BACK,UNIVERSAL,WALL MOUNT 42W</b> <b>Options:</b> ,TR-E-SMOKE, GRADE A	1	15.46	15.46



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**Quotation**

**Project:** 3182  
**Proj Desc:** LAKE ORION\_WEBBER  
 ELEMENTARY\_ADMIN FURN\_0  
 3182.002  
**Quote:** 3182.002  
**Status:** New

**Sold To:** 1712-03  
 Webber Elementary School  
 3191 Clarkston Rd  
 LAKE ORION, MI 48362

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Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
24	KUAF-1642	<b>TACKBOARD,WALL-MOUNTED,UNIVERSAL 16IN. X 42IN.</b> Options: (C1)-STRIAE GRD A ,C1-AL-TRACE GRD A	1	36.99	36.99
25	KUAF-1636	<b>TACKBOARD,WALL-MOUNTED,UNIVERSAL 16IN. X 36IN.</b> Options: (C1)-STRIAE GRD A ,C1-AL-TRACE GRD A	2	35.37	70.74
26	TCRN-3636-LJSNXG4A	<b>JIVE,TBL,RD,LAM,36"X36",EB3,STD,CO:NONE,X,G LD,29"H,PTD</b> Options: ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A	1	260.89	260.89
27	JLPD-0242-T3	<b>X SERIES,27.5"H X 42"W,LATERAL FILE,FILE,LAM DRW FRNT,L AMINATE LOCK RAIL,FREESTANDING,TAPER PULL,GLIDES</b> Options: ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	1	359.99	359.99
28	J2HG-6424-TT3R	<b>X SERIES PST,HNGDDR,64.5HX24WX24D,F/F,VALET,RH,LAM/LAM LCKBRDRW,LAM/LAM LCKBRDR,TAPER PULL,REG TOP,GLIDE</b> Options: ,TR-E-SMOKE, GRADE A ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,LR-BP-CHROME, GRADE A	1	716.83	716.83
29	X5M5-1930-NS8SSBLL	<b>MASTERS SRS,LF W/CLSD STG COMBO,LAM,5H LAT FILE 19IN.D X 30IN.W</b> Options: ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	1	1,566.03	1,566.03
31	SCS-32-31E	<b>VERY SIDE ENHANCED,FAUX LEA SEAT,FAB BK,ARM,HD CSTS,</b> Options: (XJ)-WELLINGTON GRD A ,XJ-SM-SHALE GRD A (DESIGNTEX POP ART)-DESIGNTEX POP ART GRD F ,ZH-HPD-LAGOON GRD F ,TR-FJ-SLATE GRD A ,TR-F-BLACK GRD A ,TR-LE-METALLIC SILVER GRD B	4	214.31	857.24
32	SFT-U0-4S14A1	<b>FERN,TASK,UPH SEAT,MESH BACK,HGT ADJ ARM,LUMBAR,PNEU W/ FORWARD TILT AND BK STOP,ADJ SEAT,ALU BASE, HD CST</b> Options: (XJ)-WELLINGTON ,XJ-SM-WELLINGTON - SHALE, GRADE A (MB)-FERN MESH ,MB-PM-FERN MESH - PEAT MOSS, GRADE A ,TR-F-BLACK, GRADE A ,TR-TF-PITCH (TEXTURED), GRADE A	1	723.61	723.61

**PRINCIPAL**

5,870.63



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**Quotation**

**Project:** 3182  
**Proj Desc:** LAKE ORION\_WEBBER  
 ELEMENTARY\_ADMIN FURN\_0  
**Quote:** 3182.002  
**Status:** New

**Sold To:** 1712-03  
 Webber Elementary School  
 3191 Clarkston Rd  
 LAKE ORION, MI 48362

**Bill To:** 1712-03  
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 LAKE ORION , MI 48362  
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 LAKE ORION , MI 48362

Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
33	JDSL-2472-JAANBN	<b>X SERIES,RECT DESK,LAM, EB3,24X72,PED,PED,1/3 MOD,NO CB L MGT</b> Options: ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A	1	186.47	186.47
34	JPDH-24-T3LB	<b>X SERIES,PEDESTAL,ATTACHED DESK,BOX/BOX/FILE,24"D,LAM D RAWER FRONT,LAM LOCKBAR,TAPER PULL,LH,1/3 MOD</b> Options: ,TR-E-SMOKE, GRADE A ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,LR-BP-CHROME, GRADE A	1	203.21	203.21
35	JPDJ-24-T3RB	<b>X SERIES,PEDESTAL,ATTACHED DESK,FILE/FILE,24"D,LAM DRAW ER FRONT,LAM LOCKBAR,TAPER PULL,RH,1/3 MOD</b> Options: ,TR-E-SMOKE, GRADE A ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,LR-BP-CHROME, GRADE A	1	186.16	186.16
36	UUKS-1636-LWL	<b>ADAPTABLE,UPPER STORAGE,36"W,LAMINATE FRONT,WALL MOUNT, HINGE,SWING,LOCKING</b> Options: ,TR-E-SMOKE GRD A ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,LR-BP-CHROME GRD A	2	257.98	515.96
37	UUF B-0036-P	<b>OH BACK,UNIVERSAL,WALL MOUNT 36W</b> Options: ,TR-E-SMOKE GRD A	2	14.54	29.08
38	KUAF-1636	<b>TACKBOARD,WALL-MOUNTED,UNIVERSAL 16IN. X 36IN.</b> Options: (C1)-STRIAE GRD A ,C1-AL-TRACE GRD A	2	35.37	70.74
39	TCRA-3072-LJSNEC4	<b>JIVE,TBL,RECT,LAM,30"X72",EB3,STD,CO:NONE,P OST - ELL,CS TR,29"H</b> Options: ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A	1	362.16	362.16
40	SCS-32-01E	<b>VERY SIDE ENHANCED,FAUX LEA SEAT,FAB BK,ARMLESS,HD CSTS ,</b> Options: (XJ)-WELLINGTON GRD A ,XJ-SM-SHALE GRD A (DESIGNTEX POP ART)-DESIGNTEX POP ART GRD F ,ZH-HPD-LAGOON GRD F ,TR-FJ-SLATE GRD A ,TR-F-BLACK GRD A ,TR-LE-METALLIC SILVER GRD B	4	192.66	770.64
<b>OFFICE A108</b>					2,324.42
<b>CONF ROOM</b>					
42	TCRA-48C0-LJSKGK4A	<b>JIVE,TBL,RECT,LAM,48"X120",EB3,STD,CO:1SD/6 OPN/LR,BRD,G LD/PWRRDY,29"H,PTD</b> Options: ,H-KS-PHANTOM PEARL, GRADE B ,HP-KS-PHANTOM PEARL, GRADE A ,TR-E-SMOKE, GRADE A	1	1,323.97	1,323.97



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**Quotation**

**Project:** 3182  
**Proj Desc:** LAKE ORION\_WEBBER  
 ELEMENTARY\_ADMIN FURN\_0  
**Quote:** 3182.002  
**Status:** New

**Sold To:** 1712-03  
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 3191 Clarkston Rd  
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Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

Line	Item Number	Description	Qty	Unit Price	Extended
43	EUE1-PF0W-4200	FTU,1SD,6 PORT,4 RECPT,2 USB,0 DATA PORT,NO CABLE GARAG E,CLR ANOD ALUM,WHT TCH,6 CORD	2	260.54	521.08
44	SCT-30-1011	VERY TASK CHAIR,FAUX LEA SEAT,MESH BK,FXD ARM,ALUM BSE HD CTRS,BK LK,NO LUM	10	323.59	3,235.90
		Options: (XJ)-WELLINGTON ,XJ-BL-WELLINGTON - BLACK, GRADE A (MS)-VERY TASK MESH ,MS-KL-VERY TASK MESH - KALE, GRADE A ,TR-7-FOG, GRADE A ,TR-LE-METALLIC SILVER, GRADE B ,TR-LE-METALLIC SILVER, GRADE B			
		CONF ROOM			5,080.95
		STORAGE A136			
45	JWPC-0542-S3	X SERIES,5H X 42"W,WARDROBE,TWO DOORS,PTD DRAWER FRONT, PTD LOCK BAR,FREESTANDING MOUNT,TAPER PULL	1	319.53	319.53
		Options: ,TR-E-SMOKE, GRADE A ,LR-BP-CHROME, GRADE A			
		STORAGE A136			319.53
		HEALTH			
47	SCS-44-0K	VERY SIDE,PLSTC SEAT,PERFORATED BK,ARMLESS,FLT GLD,	1	94.06	94.06
		Options: ,TR-FJ-SLATE, GRADE A ,TR-F-BLACK, GRADE A ,TR-LE-METALLIC SILVER, GRADE B			
48	IRN-RC3072-WF-HR	FIRST AID RECOVERY COT W/ HEADREST	1	2,012.99	2,012.99
		Options: COT COLOR-BLACK			
49	FREIGHT	FREIGHT - SCHOOL OUTFITTERS	1	325.00	325.00
50	HC46SF10SV	HAIER 4.5 CU. FT. MINI REFRIGE IN VIRTUAL STEEL	1	299.00	299.00
		Options: 1002429676-HOME DEPOT STORE SO SKU #			
		HEALTH			2,731.05
		STEM B139			
51	TVRA-2358-LJSNTL	HOP,TABLE,RT,LAM,23"X58",EB3,STD,CO:NONE,T ,EADJSP,GLD	1	639.40	639.40
		Options: ,H-KS-PHANTOM PEARL GRD B ,HP-KS-PHANTOM PEARL GRD A ,TR-E-SMOKE GRD A			
52	TV01-CSTR	HOP, CASTER KIT	1	25.20	25.20
53	JPMP-24-S3C	X SERIES,PEDESTAL,MOBILE,P/B/F,24"D,PTDDRWF RT, STL LKRL ,TAPER PULL,CSTR,NO TOP	1	176.92	176.92
		Options: ,TR-E-SMOKE GRD A ,LR-BP-CHROME GRD A			



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Line	Item Number	Description	Qty	Unit Price	Extended
54	JCTB-24	<b>X SERIES,PEDESTAL,CUSHION TOP KIT, 24"D</b> <b>Options:</b> (2A)-PIXEL GRD A ,2A-FL-FOLIO GRD A	1	65.95	65.95
56	SFT-U0-4S14A1	<b>FERN,TASK,UPH SEAT,MESH BACK,HGT ADJ</b> <b>ARM,LUMBAR,PNEU W/ FORWARD TILT AND BK</b> <b>STOP,ADJ SEAT,ALU BASE, HD CST</b> <b>Options:</b> (XJ)-WELLINGTON ,XJ-SM-WELLINGTON - SHALE, GRADE A (MB)-FERN MESH ,MB-PM-FERN MESH - PEAT MOSS, GRADE A ,TR-F-BLACK, GRADE A ,TR-TF-PITCH (TEXTURED), GRADE A	1	723.61	723.61
		<b>STEM B139</b>			1,631.08
		<b>STEM B137</b>			
57	24-547-003	<b>ERGOTRON, LEARNFIT SIT-STAND DESK</b>	1	288.00	288.00
58	97-926-064	<b>ERGOTRON, LEARNFIT, STORAGE BIN, DARK</b> <b>GREY</b>	1	30.00	30.00
		<b>STEM B137</b>			318.00
59	INSTALL - FURNITURE	<b>Furniture Installation</b> <b>Note::</b> Non union straight time labor to receive, deliver and install new furniture per drawings	1	3,195.00	3,195.00

**This Quote Expires On 05/07/2020**

Subtotal 25,929.80  
**TOTAL AMOUNT - USD 25,929.80**



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04/07/2020	Lisa Philko	D	Net 30 Days

**This Quote will expire on:** May 07, 2020

**TERMS AND CONDITIONS**

**TERMS & CONDITIONS**

**GENERAL TERMS & CONDITIONS**

**Acceptance**—This order acknowledgment is the final expression of the agreement between the customer and seller and supersedes all prior or contemporaneous oral and written statements regarding the order. This acknowledgment includes and is subject to all of the terms and conditions set forth herein. The acknowledgment may only be modified in writing by the seller, or by a revised acknowledgment duly issued by the seller.  
**Insurance**—Public Liability, Workers Compensation, Property Damage, Automotive, and Occupational Disease insurances are all carried by the seller. Fire, tornado, flood and other such insurances directly related to the installation site are the buyer's responsibility. The risk of loss passes from the seller to the buyer upon delivery of the merchandise to the installation site.  
**Security Interest/Title**—Title to all goods will not pass to customer, and all merchandise shall remain the property of the seller, until it has been paid for in full. Failure to pay for merchandise with payment terms may result in repossession of the merchandise. Seller reserves a security interest in and shall have the right to repossess without a court order, all delivered merchandise for which payment in full has not been received. Purchaser agrees to pay costs and expenses, including attorney's fees resulting from actions taken to repossess merchandise.

**PRICING & PAYMENT**

**Credit**—Buyer's credit approval is required, at the seller's sole option and discretion, prior to the acceptance of any offers and shipment or delivery of any goods or merchandise. Once given, credit approval is subject to revocation by the seller at any time without notice and in such event, the seller may either require payment prior to delivery to Buyer of C.O.D. In no event shall credit be granted for the additional costs of installation that may be required.  
**Deposit**—A deposit of no less than 50% of the total price is required with all orders unless other terms have been established in writing signed by both the Buy and Seller. Balance is due within 30 days from the date of invoicing.  
**Partial Shipments**—Seller reserves the right to make and invoice partial shipments.  
**Payment**—Seller's terms are net 30 from the date of invoice. The buyer reserves the right to charge a late fee on all delinquent invoices. When paying by American Express, VISA, and or Master Card, a four percent (4%) processing fee will be charged in addition to the total.  
**Pricing**—Prices quoted are good for 30 days from the date of this quotation. Unless specifically stated, prices do not include any applicable taxes, which are to be additional and paid for by the buyer. Freight pricing included in the quote is subject to change.  
**Taxes**—All applicable taxes will be added at the time of invoicing unless already included in the Sales Proposal.

**DESIGN**

Initial design and two rounds of revisions are complimentary – subsequent revisions to the design will be charged at \$75/hour.

**CANCELLATION & CHANGES**

Contract furniture is special ordered and manufactured. In the event that this proposal is accepted (confirmed) by the buyer and becomes an order, it is understood and agreed that it cannot be canceled except by mutual consent and dependent upon factory approval. Changes in quantity or specifications are subject to approval by the seller and manufacturer. Resulting additional charges from the manufacturer shall be paid by the buyer. All requests for changes in quantity or specification shall be delivered to the seller in writing, prior to order acknowledgment as stated above.

**DELAYS**

Seller shall not be liable for failure to deliver or delays in delivery occasioned by causes beyond seller's control, including without limitation strikes, lockout, fires, embargoes, war or other outbreak of hostilities, acts of God, inability to obtain shipping space, machinery breakdowns, delays of carriers or suppliers, and domestic or foreign governmental act or regulations. If delivery cannot be made, as per the scheduled date, because of building conditions, furniture will be placed in storage either in the seller's warehouse or a public warehouse (at the option of the seller). Buyer will pay, as additional charges, any warehousing and delivery charges where applicable.

**PRODUCT ISSUES**

Slight variations in wood product grain or color due to product age or natural differences in graining structure are beyond the control of the seller. Minor variations between finishes in products provided by single or multiple manufacturers are also considered to be acceptable. Fabrics and painted products are subject to dye lot differences which may cause minor variations in color. Such slight variations are generally acceptable and are beyond the control of the seller. No products may be rejected due to reasonable variations in wood grain, finish or dye lot differences.

**CLAIMS**

All claims shall be deemed waived unless made in writing (including digital photographs) and delivered to Seller within five (5) days of receipt of goods by buyer. In no event will any claim be entered after goods have been cut or otherwise processed. Buyer shall afford the seller prompt and reasonable opportunity to inspect goods to which any claim is made as above stated. Seller reserves the right, at its sole discretion, to remedy any claimed defect in the goods or to replace such goods. If not replaced by the seller as herein provided, the seller's liability shall be limited to the stated selling price of any defective goods. Seller shall in no event be liable for buyer's manufacturing costs, lost profits, goodwill or other special or consequential damages.

**DELIVERY & INSTALLATION**





**AIREA, Inc**  
 3000 Town Center  
 Suite 80  
 Southfield, MI 48075  
 Phone: 248.426.0100  
 Fax: 248.426.5500  
 Email/Web: www.aireainc.com

**Project:** 3182  
**Proj Desc:** LAKE ORION\_WEBBER  
 ELEMENTARY\_ADMIN FURN\_0  
**Quote:** 3182.002  
**Status:** New

**Sold To:** 1712-03  
 Webber Elementary School  
 3191 Clarkston Rd  
 LAKE ORION, MI 48362

**Bill To:** 1712-03  
 Webber Elementary School  
 3191 Clarkston Rd  
 LAKE ORION , MI 48362  
 Attention: Accounts Payable

**Ship To:** 1712-03  
 Webber Elementary School  
 3191 Clarkston Rd  
 LAKE ORION , MI 48362

Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

**D&I Schedule**—Seller will inform buyer of an estimated date of delivery (“Estimated Delivery Date”) when the seller receives an estimated shipping date from its supplier or manufacturer. The estimated delivery date is not a guaranteed delivery date. Buyer recognizes and acknowledges that the Estimated Delivery Date is merely an estimate and is subject to change by the seller without notice.

**Electrical Hookup**—Hardwiring of electrical is not included unless specifically stated and must be supplied by a licensed electrician.

**Installer’s Responsibility**—The installers are responsible for clearing all furniture packing materials from the site, cleaning the furniture they installed and noting any warranty work or parts needed during a final walk-through inspection with the buyer.

**Job Site Conditions**—The job site must be ready to accept furniture with construction complete (ceiling grid and tile in, wall covering/paint done, carpet and base trim finished, hardwire of electrical/data work done, etc.) and the space free of trades (punch list trades only), as well as clean and free of debris. Adequate facilities for off-loading, staging, moving and handling of merchandise shall be provided. Delays caused by inoperable or inadequate facilities (e.g. elevator, dock, etc.) may necessitate additional charges.

**Job Site Services**—Electric current, heat/ventilation, hoisting and/or elevator service will be furnished without charge to seller.

**Labor**—Seller’s ability to erect or assemble furniture knocked-down or to permanently attach, affix, or bolt in place movable furniture is dependent on jurisdictional agreements. If trade regulations enforced at the time of installation require the use of tradesmen at the site other than the seller’s own installation personnel or subcontractor, resulting additional costs will be paid by buyer.

**Loss or Damage**—After arrival at the site, any loss or damage by weather, other trades such as painting or plastering, fire or other elements, shall be the responsibility of the buyer, and the buyer agrees to hold the seller harmless from loss for such reasons.

**Normal Business Hours**—Delivery and installation work will be performed by the seller’s staff during normal business hours Monday through Friday unless other specific agreements are made in writing and included with the proposal. Installations done after normal business hours, on weekends or holidays will be subject to an additional overtime charge and subject to the seller’s acceptance, unless such agreement was specifically agreed to in the final proposal. Work order changes must be done in writing and signed off by both parties prior to performance.

**Special Packaging**—If special packaging or handling is required that is not contained in the specifications, it will be subject to extra charge to the buyer.

**Staging & Storage Space**—Provided the merchandise does not arrive at the site earlier than the date requested, safe and adequate storage space will be provided by the buyer. If the space provided is inadequate and requires excessive sorting or storage costs, such excess cost will be reimbursed by the buyer. If the space provided is inconveniently located or on another floor, the extra cost of such moving will be reimbursed by the buyer

**Warehousing**—In the event that delivery is postponed (beyond the original delivery date) at the customer’s request, the seller reserves the right to transfer the product to storage at the customer’s risk. Such transfer to Storage will be deemed delivery to the customer for all purposes including insurance liabilities, invoicing and payment. Storage charges will be assessed for merchandise held in our warehouse at the customer’s request for over thirty (30) days.

**WARRANTY**

Buyer agrees to rely solely on manufacturer’s warranty. Seller will not be liable for any damages, losses, or claims, including claims for personal injury arising from the use or misuse of product. Buyer agrees to look solely to the manufacturer for any claims arising out of any alleged defect in the product.



**AIREA, Inc**  
 3000 Town Center  
 Suite 80  
 Southfield, MI 48075  
 Phone: 248.426.0100  
 Fax: 248.426.5500  
 Email/Web: www.aireainc.com

**Quotation**

**Project:** 3182  
**Proj Desc:** LAKE ORION\_WEBBER  
 ELEMENTARY\_ADMIN FURN\_0  
 3182.002  
**Quote:** 3182.002  
**Status:** New

**Sold To:** 1712-03  
 Webber Elementary School  
 3191 Clarkston Rd  
 LAKE ORION, MI 48362

**Bill To:** 1712-03  
 Webber Elementary School  
 3191 Clarkston Rd  
 LAKE ORION , MI 48362  
 Attention: Accounts Payable

**Ship To:** 1712-03  
 Webber Elementary School  
 3191 Clarkston Rd  
 LAKE ORION , MI 48362

Date Entered	Salesperson	FOB	Terms
04/07/2020	Lisa Philko	D	Net 30 Days

Subtotal 25,929.80  
**Total 25,929.80**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**