



HBF GENERAL SERVICES ADMINISTRATION CONTRACT # GS-28F-0020M

CONTRACT INFORMATION:

SCHEDULE 71 FURNITURE

GSA CONTRACT NUMBER: GS-28F-0020M

CONTRACT PERIOD: March 14, 2002 – March 13, 2022

CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

Hickory Business Furniture, LLC
PO Box 8
Hickory, NC 28603

CUSTOMER SUPPORT INFORMATION:

Phone: 828.328.2064
Fax: 828.485.2690
Website: www.hbf.com
CS Email: hbfservice@hbf.com
Contract Support: HBFGovContracts@hnicorp.com
Order Entry Email: hbforders@hbf.com

GENERAL INFORMATION:

Business Size: Large
DUNS No.: 12-804-5148
Cage Code: 3HE21
Tax ID No.: 74-3255576
NAICS Code 337211 Wood Office Furniture
337121 Upholstered Household Furniture
337127 Institutional Furniture
337214 Office Furniture (Except Wood)
Current Pricing: 2015 GSA Price Guides.
Price Guides can be found at:
<http://www.hbf.com/government/gsa>

CONTRACT TERMS & CONDITIONS:

1. Table of Awarded Item Numbers:

711-8	Executive Office Furniture
711-9	Executive Conference Room Furniture, Coordinated Tables, Case Pieces and Accessories
711-10	Executive Furniture Single Item Accent & Speciality Pieces
711-11	Tables and Accessories
711-16	Upholstered Seating
711-18	Multipurpose Seating - Rotary chairs that utilize a pedestal base with casters
711-19	Stacking Chairs and Dollies or Trucks Designed to Support Stacking Chairs
711-95	Office Furniture Installation Service
711-99	Introduction of New Office Furniture Services/Products

Hourly Rates:

711-95 Installation not to exceed \$50 per hour for standard installation. A minimum \$200 applies for installation projects.

Standard Installation will be performed during normal weekday working Hours, defined as 7:00a.m. – 5:00p.m., local time Monday through Friday, excluding weekends and holidays. Electric, heat, and adequate elevator service shall be furnished by client at no charge. Adequate facilities for delivery, unloading, moving and staging/storing the product during the installation process shall be provided. Any work requiring installation of data/telecommunications or a licensed electrician shall be the responsibility of the client.

Standard installation shall be quoted by an authorized HBF Dealer and price will include inside delivery, uncrating, assembly, installation, removal of all debris from premises to end user provided receptacle and installation documents per the purchaser's approved plan and specifications. The immediate installation area shall be complete and free of debris including the carpet/flooring before installation commences. Service work will not be hindered by other trades.

The following circumstances, if applicable, may impact the overall installation cost:

- Union Labor requirements, overtime, after hours and holiday schedules
- Installation in a clinical/medical environment.
- Restricted access to building, elevator, loading dock, walk-up or other abnormal working conditions including restrictions or limits established by local laws, ordinances or the directions of the buyer, including but not limited to restrictions on transportations of materials and street access to the job site
- Installations outside of a 50-mile radius of the servicing dealer
- Additional charges shall be quoted by the authorized HBF dealer and approved by the buyer prior to performance of the work

2. Maximum Order Thresholds:

711-8, 711-9, 711-10, 711-11	\$500,000
711-16	\$300,000
711-18, 711-19, 711-99	\$200,000
711-95	\$150,000

3. Minimum Order:

\$100 List

4. Geographic Coverage:

The 48 Contiguous States and Washington, DC (CONUS)

5. Points of Production:

Hickory, Catawba County, NC

Wayland, Steuben County, NY

6. Discount Statement:

Discount is applied to List Price

Discount Structure in List \$:

\$1 - \$99,999.99	57.90%
\$100,000 - \$299,999.99	58.80%
\$300,000 – MOT	60.10%

7. Quantity Discounts in List \$:

\$1 - \$99,999.99	57.90%
\$100,000 - \$299,999.99	58.80%
\$300,000 – MOT	60.10%

8. Payment Terms:

Net 30

9. Government Credit Cards:

Government Credit Cards are accepted above and below the micro-purchase levels.

10. Foreign Items:

None

11. Delivery:

A – Time of Delivery	Standard delivery is 4-10 weeks after receipt of order. HBF's rates are for dock-to-dock delivery and do not include inside delivery.
B – Expedited Delivery	Contact HBF
C – Overnight and Second Day Delivery	Contact HBF
D – Urgent Requirements	Contact HBF

12. FOB Point:

Origin, Freight Prepay and Add, as outlined in HBF's guaranteed freight program.

13. Ordering Address:

HBF PO Box 8
Hickory, NC 28603-0008
Fax: 828.485.2690
hbforders@hbf.com

14. Payment Address:

HBF PO Box 281970
Atlanta, GA 30384-1970

15. Warranty Provisions:

Standard Commercial Warranty - 12 Year Limited Commercial Warranty

16. Export Packing Charges:

N/A

17. Credit Card Terms:

Yes, no additional discount.

18. Rental, Maintenance & Repair:

N/A

19. Installation:

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20. Repair Parts:

N/A

21. Service & Distribution:

N/A

22. Participating Dealers:

N/A

23. Preventative Maintenance:

N/A

24. Environmental Attributes:

HBF is in compliance with current environmental laws and regulations and employs an on-site Environmental Engineer.

DESIGN FOR THE ENVIRONMENT

HBF and HBF Textiles are committed to protecting the environment for future generations. We understand the potential impact of our products and have integrated life cycle principals into our design and manufacturing systems driving continuous improvement in p r o d u c t s, workspace environments and our community.

We strive to meet the most stringent environmental standards, including BIFMA level[®], BIFMA's sustainability certification program for furniture, and SCS Global Services' (SCS') Indoor Advantage™ Gold certification for indoor air quality. We provide environmental datasheets to help our clients calculate the environmental benefits of using HBF products in Leadership in Energy and Environmental Design (LEED)[®] projects.

ANSI/BIFMA e3-2014e Furniture Sustainability Standard - level[®]

HBF's production facilities, organizational policies and component materials of the products themselves have met all of the necessary qualifications to comply with the industry's most comprehensive furniture sustainability standard. level[®] is the multi-attribute, sustainability standard and third- party certification program for the furniture industry. It has been created to deliver the most open and transparent means of evaluating and communicating the environmental and social impacts of furniture products in the built environment.

Taking into account a company's social actions, energy usage, material selection and human and ecosystem health impacts, leve l[®] addresses how a product is sustainable from multiple perspectives. With level[®], customers can make informed choices about commercial furniture that exceed single attribute eco-certifications. The level[®] brand identifies that a product has been vetted by an independent third party certifier and its numeric marking 1, 2 or 3 which indicates the threshold of certification it has achieved.

A majority of HBF's seating, tables, and storage lines are level[®] 2 certified. Please download the certificates from our product pages for the complete details.

For more information about the ANSI/BIFMA level® standard, please visit: www.levelcertified.org.

FOREST STEWARDSHIP COUNCIL (FSC)®

HBF holds Forest Stewardship Council® (FSC) Chain-of-Custody Certification® (SCS-COC-002143, License Code FSC-C014704). This certification agreement allows HBF to offer FSC® certified wood veneer or core on a project specific basis.

FSC® Chain-of-Custody certification tracks certified wood from the forest to final production to ensure that responsible forestry practices were maintained at every level and to preserve this natural resource for generations to come.

For more information regarding FSC®, please visit: www.fsc.org.

LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED)®

LEED, or Leadership in Energy & Environmental Design, is transforming the way we think about how our buildings and communities are designed, constructed, maintained and operated across the globe. Comprehensive and flexible, LEED is a green building tool that addresses the entire building lifecycle recognizing best-in-class building strategies.

At its core, LEED is a program that provides third-party verification of green buildings. Building projects satisfy prerequisites and earn points to achieve different levels of certification. Prerequisites and credits differ for each rating system, and teams choose the best fit for the project. Learn more about LEED, the facts, and the LEED rating systems.

A Product Environmental Data Sheet is available for each product line that will provide the details on how each product can contribute to your LEED project. Contact your Client Services Representative for more information. www.usgbc.org.

View LEED Product Contributions:

<https://s7d2.scene7.com/is/content/HBFurniture/RESOURCES/Sustainability%20Certificates/Additional%20pdfs/LEED%20-%20HBF.pdf>

WELL Building Standard™ Contributions

The WELL Building Standard™ is the first standard to integrate human health and wellness into the design, construction, maintenance and operations of buildings. WELL is administered by the International WELL Building Institute™ (IWBI), a public benefit corporation whose mission is to improve human health and wellbeing through the built environment.

Learn more at www.wellcertified.com

A Product Environmental Data Sheet is available for each product line that will provide the details on how each product can contribute to your WELL project. Please contact your Client Relations Representative for more information.

The following WELL Building Standard® features are supported by HBF:

Air 4 - VOC Reduction, Part 5: Furniture & Furnishings (contributions based on SCS Indoor Advantage™ Gold certified products)

Air 25 - Toxic Material Reduction (contributions based on customer choice of PFC-free / stain resistant free upholstery options, flame retardant free upholstery options, PVC-free upholstery and product offerings)

Comfort 73 - Ergonomics: Visual & Physical (contributions based on height adjustable configurations)

Mind 87 & 99 - Beauty & Design, I and II (contributions based on HBF's ability to assist design teams in integrating the beauty of our furniture and upholstery into their functional spaces).

Mind 88 - Biophilia I Qualitative (contributions on incorporating nature's patterns and environmental elements like natural veneer or cork upholstery fabric)

Mind 89 - Adaptable Spaces, Part 3: Space Management Many of HBF's storage products meet the minimum storage volume requirements.

Mind 97 - Material Transparency (contributions based on ANSI /BIFMA e3 Furniture Sustainability Standard, compliance through material ingredient credit 7.5.1.3)

SCS INDOOR ADVANTAGE™ Certified

All HBF seating, select tables, select storage products and HBF Textiles are SCS Indoor Advantage™ Gold Certified.

SCS Global Services (SCS), a reputable third-party certification and assessment body of environmental, sustainability and safety claims since 1984, has developed internationally recognized standards and certification programs to assist businesses with improving their environmental efforts, social accountability and product performance.

The advantages of holding SCS Indoor Air Quality certification are substantial: in addition to improving indoor working environments and meeting qualifications for the LEED-CI EQ 4.5 credit for office furniture as well as the BIFMA Standard for Low-Emitting Office Furniture Systems & Seating M-7.1, there is the added assurance of knowing that the company's entire breadth of products is held to such rigorous standards.

For more information regarding SCS Indoor Advantage™, please visit: <http://www.scsglobalservices.com>.

DESIGN FOR DURABILITY

HBF products are designed and rigorously tested to ensure they meet industry durability standards. We build products that have a long useful life and can withstand repeated service, repair and handling; and have standardized product parts and components available to facilitate maintenance, servicing and reassembly.

In commercial office environments, the demands of the furniture include heavy use, limited maintenance and maximum flexibility. Each design is carefully considered for structure, strength, and durability to exceed client expectations. Several HBF products are designed to be remanufactured to facilitate the replacement of components. These elements are critical to a long product lifecycle and reduced landfill waste.

HBF's response to the environment does not end after producing our product. We understand that the day may come when you want to replace your furniture.

For information on recycling office furniture components and other assembled products, please contact the USEPA office of Waste and Recycling in your region at www.epa.gov/recycle.

MATERIALS FOR THE ENVIRONMENT

HBF and HBF Textiles are committed to using renewable materials and textiles whenever possible. By integrating recycled, rapidly renewable and natural materials, into our processes whenever possible we support our mission to serve our clients' needs while not harming the environment.

RECYCLED MATERIALS

Many HBF seating, tables, and storage products have high recycled content. The percent recycled content is indicated on each product series environmental data sheet.

PACKAGING

HBF uses 60%-70% post-consumer content recycled corrugated and 100% recyclable stretch wrapping and/or plastic bags.

HBF LUMBER

HBF uses lumber sourced from woodlands in the Northern Appalachian and Alleghany Mountains. All lumber is harvested under strict government supervision, adhering to sound forestry practices. HBF consciously partners with vendors that adhere to environmentally responsible, socially beneficial and economically viable standards. Some HBF styles are available with FSC® certified materials.

LEAN MANUFACTURING FOR THE ENVIRONMENT

Lean manufacturing is an integral part of the HBF and HBF Textiles process for eliminating waste and minimizing our environmental impact. Lean seeks to eliminate waste from every business process. Lean drives continuous improvement and provides ongoing opportunities to implement new environmentally conscious alternatives to traditional methods.

WOOD FINISHING EMISSIONS

HBF monitors and maintains low emissions of hazardous air pollutants.

HBF has achieved "small source" status for air emissions as well as SCS Indoor Advantage / Gold Certification® for the majority of its products.

DISPOSAL OF WOOD FINISHING WASTE AND WOOD WASTE

Liquid waste from our wood finishing process is sent offsite to be fuel blended and used by cement kilns. Solid waste is also sent offsite to generate electricity. Most sawdust and some wood waste are used as industrial boiler fuel by third parties.

RECYCLING OF SCRAP MATERIAL

HBF and HBF Textiles embrace recycling in our daily procedures. Fabric and leather short ends are not discarded but are incorporated into our sampling process. Packaging components, cardboard, Dacron,

scrap steel and wood, fluorescent lights, office paper, aluminum and plastic container are all recycled internally or by an outside source.

UPHOLSTERY POLY FOAM

All HBF seating products utilize poly foam that is chlorofluorocarbon (CFC) free.

Preserve® HR foam products are also incorporated into many HBF products. Preserve® HR is a soy bio-based high-resilience foam with bio-based content and recycled polyester.

UPHOLSTERY OPTIONS

HBF offers a wide array of upholstery options with sustainable attributes and fewer chemical treatments, including:

- Fabrics made from, or including rapidly renewable materials like wool, cotton, linen, cork and jute.
- Up to 100% post-consumer recycled content
- 100% Eco-Intelligent® polyester
- PFOA-Free Finishes and Low Fluro-Carbon Finishes
- Treatment-free (no added flame retardants, stain repellants, or antimicrobials)
- Facts-NSF 336 certified
- MBDC Cradle to Cradle (C2C) Certified
- SCS Indoor Advantage™ Gold Certified
- Healthier Hospitals Initiative Safer Chemicals Challenge Compliant (HHI)

25. Data Universal Numbering System (DUNS):

DUNS NO. 12-804-5148

26. System for Award Management (SAM) Database:

Hickory Business Furniture, LLC is active and current in SAM