



HBF General Services Administration

Contract #GS-28F-0020M

FEDERAL SUPPLY SERVICE

General Information:

Schedule Title and FSC Group, part and section:
 Federal Supply Schedule Group 71, Part I Office Furniture
 FSC Classes: 7105, 7110, 7125 and 7195
 GSA Contract Number: GS-28F-0020M
 Contract Period: March 14, 2017 thru March 13, 2022
 Business Size: Large
 Contractor's Name, Address and Phone Number:
 HBF
 PO Box 8
 Hickory, NC 28603-0008
 828.328.2064

Point of Contact: Aleesa Jansch
 janschA@gunlocke.com

For Assistance and Ordering Information, please refer to the following URL's:
 On-line access to contract ordering information, terms and conditions, pricing and the option to create an electronic delivery order are available through GSA Advantage at <http://www.fss.gsa.gov>. For more information on ordering from Federal Supply Schedules, click on FSS Schedules button at <http://www.fss.gsa.gov>.

CUSTOMER INFORMATION:

1. Table of awarded special item numbers:

SIN No. 711-8, 9, 10, 11, 16, 18, 19, 95, 99
 HBF Furniture GSA Price Lists January, September 2015

2. Maximum Order:

SIN	MOT
711 8	\$ 500,000.00
711 9	\$ 500,000.00
711 10	\$ 500,000.00
711 11	\$ 500,000.00
711 16	\$ 300,000.00
711 18	\$ 200,000.00
711 19	\$ 200,000.00
711 95	\$ 150,000.00
711 99	\$ 200,000.00

3. Minimum Order: \$100

4. Geographic coverage (delivery area):
 48 contiguous states. All other shipments via customs brokerage firm and/or consolidation port.

5. Point of Production: Hickory, Catawba County, North Carolina USA
 Wayland, NY, USA

6. Discount from List Price with IFF:	Tier 1	\$1-\$99,999.99:	57.90%
	Tier 2	\$100,000 - \$299,999.99:	58.80%
	Tier 3	\$300,000 - MOT:	60.10%

7. Quantity Discount: See Tiers Above

8. Prompt Payment Terms: Net 30
9. SIN 711-95 (Installation):
 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
10. Government Credit Card Information:
 10a. Accepted below micropurchase threshold: Yes
 10b. Accepted above the micropurchase threshold: Yes
11. Foreign Items: None
12. Delivery:
 11a. 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.
 11b. Expedited Delivery: Yes
 11c. Overnight and Second Day Delivery: Yes
 11d. Urgent Requirements: Yes
13. FOB Point: Origin, Freight Prepay and Add, as outlined in HBF's guaranteed freight program.
14. Ordering Address: HBF
 PO Box 8
 Hickory, NC 28603-0008
 Fax: 828.328.8816
15. Payment Address: HBF
 PO Box 281970
 Atlanta, GA 30384-1970
16. Warranty Provisions: Five Year Limited Warranty as noted in HBF price lists.
17. Exporting Packing Charges: N/A
18. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micropurchase level): Yes, no additional discount.
19. Terms and Conditions of Rental, Maintenance and Repair: N/A
20. Terms and Conditions of Repair Parts (Indicating date of parts price list and any discounts from list price): N/A
21. List of Service and Distribution Points: N/A
22. List of Participating Dealers: N/A
23. Preventative Maintenance: N/A
24. Year 2000 (Y2K) Compliant: Yes

25. 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 products, 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, level® 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.

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). 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)®

A number of HBF products contribute toward the attainment of LEED® credits.

LEED® Developed by the U.S. Green Building Council, the Leadership in Energy and Environmental Design (LEED®) Green Building Rating System™ encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria.

For more information regarding HBF's contribution toward the attainment of LEED® credits, please visit: www.hbf.ecoscorecard.com. For more information regarding the LEED® Green Building Rating System, please visit: www.usgbc.org.

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 in order 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.

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

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.

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 containers are all recycled internally or by an outside source.

Fiber Selection

Rapidly Renewable — Wool, linen, organic cotton, and cotton are various rapidly renewable fibers found in HBF Textiles. With any natural-fiber directed design, our goal is to utilize 50% or more rapidly renewable content within a given pattern.

Recycled Content — Our primary objective is to incorporate higher post-consumer recycled polyester content (the source of which is primarily plastic water bottles or PET bottles) vs. pre-consumer recycled polyester content found as excess or off spec polyester in a post-industrial use.

Buying local

A key ingredient in the development of our designs is the close relationships we have with our weaving mills. Through their weaving capabilities, yarn selections and depth of color options, we have found many domestic weavers who are extremely adept at developing our most signature designs. These mills are within a 500-mile radius of HBF Textiles with locations in North and South Carolina, and Pennsylvania. In addition, many of the yarns utilized within our fabric designs are produced in North and South Carolina.

Third party certification

MBDC, Cradle to Cradle (C2C) Certification — The Cradle to Cradle Certified™ program is a third party, multi-attribute eco-label administered by the Cradle to Cradle Products Innovation Institute that assesses a product’s safety to humans and the environment and design for future life cycles. The C2C framework has outlined a vision to guide product design and manufacturing, and the certification program recognizes varying levels of achievement towards that goal. Under the current Version 3 of the program, there are five levels of product certification: Basic, Bronze, Silver, Gold, and Platinum. In order to be certified at a certain level, a product must meet the minimum criteria for that level in all five criteria categories: Material Health, Material Reutilization, Renewable Energy Use, Water Stewardship, and Social Fairness. The following textiles are C2C certified:

- Eccentric (version 3.1 Bronze)
- Heartfelt (version 3.1 Bronze)
- Beveled Line (version 3.1 Bronze)
- Cloud (version 3.1 Bronze)
- Equation (version 3.1 Silver)
- Butterfly (version 3.1 Silver)
- Peak (version 3.1 Silver)
- Four Fold (version 3.1 Silver)

ISO 14001 — ISO 14001-environmental ISO-This environmental standard would apply to the sustainable practices within specific mills or tanneries that we work with in the US and abroad. HBF and HBF Textiles has a robust environmental management system that meets the intent of the ISO 14001, however our facilities are not ISO 14001 certified.

OEKO-Tex — OEKO-Tex simply means that each ingredient in a particular fabric is evaluated and certified to be safe for human health. Many of our current products from Europe meet this standard for using non-toxic chemicals. www.oeko-tex.com

SCS Global Services (SCS) — Third party certification and verification company that has been ISO accredited to provide services under a wide range of nationally and internationally recognized certification programs (examples include Facts-NSF 336, FSC, level®, Indoor Advantage™). www.scsglobalservices.com

Facts-NSF 336 — Association of Contract Textiles (ACT) has developed Facts to recognize contract textiles that conform to the rigors of the multi-attribute textiles standard NSF/ANSI 336 and are third party certified. This standard examines eight sustainability attributes. Two of those eight apply to the fiber composition: Fiber sourcing and safety of materials. The other six elements comprise aspects of the manufacturing process: Water conservation, water quality, energy, air quality, recycling practices and social accountability. Once Facts reaches a compliant threshold it can be

designated as a Facts Silver, Gold or Platinum rating by earning points for additional sustainability criteria. www.contracttextiles.org (ACT)

Finishes

Fewer Chemicals — Our goal at HBF Textiles is to reduce the amount of finishing and backing on a fabric through the engineering of weaves structures which can lessen the need for these chemical treatments. When a finish is required for a specific performance application, we can accommodate the customer's needs by only finishing to that specification in the yardage amount requested. No additional chemicals sitting on the material in the warehouse or emissions in the processing of every yard vs. just what is needed. In the long run its less impact on the environment and less impact on our members.

PFOA-Free Finishes and Low Fluro-Carbon Finishes — When we introduce a performance textile that requires a more stringent stain resistant characteristic we utilize either GreenShield or Nano-Tex®; two branded finishes which offer resistance to liquids as they roll off of a treated surface. Both options are based on nano-particle chemistry which disperses the least amount of chemical over the greatest expanse of material. In addition, GreenShield has been certified by the SCS Global Services (SCS) as Low Fluorocarbon product.

For more information:

<http://www.greenshieldfinish.com>

www.protectbeauty.com (Nano-Tex®)

Hickory, North Carolina

Fabric Waste — All HBF Textiles scraps from the furniture cutting area are collected and re-purposed into memos for our customer's libraries which prevents fabrics from ending up in the landfill. All HBF Textiles' development samples are donated to local universities/schools for student projects and elderly care facilities for their sewing programs. Leather scrap is sold to another company that uses it in their production.

Our Manufacturing Facility — In Hickory NC at our production and warehouse facility we currently recycle all plastic, cardboard, paper, cans, glass, metal, wood pallets, scrap fabrics, upholstery filling materials, and fabric tubes.

Shipping and Marketing Materials — We have recently shifted all of our textile packaging materials to bio-degradable, formaldehyde free paper and cardboard or post-consumer recyclable plastic bags. Our Marketing support materials are printed on post-consumer paper.

26. Data Universal Number Systems (DUNS) No.: 12-804-5148
27. Notification regarding Registration in System for Award Management (SAM) database: Registered