

July 20, 2022  
RE: NCPA Furniture Contract Bid Response

To Whom it May Concern,

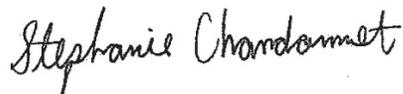
Leland Furniture is grateful for the opportunity to bid for the Furniture contract for NCPA. Enclosed with our response you should find all the tabs found in the RFP with our responses, our proposed pricing, discount and dealer commission, as well as supplemental documentation that corresponds with specific tabs.

Should you require any other information to make a decision about our participation/award on this contract, please do not hesitate to reach out to Stephanie Chandonnet at Leland.

Thank you for your time and consideration!

Respectfully,

**Leland Furniture**



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**Signature**

Name: Stephanie Chandonnet  
Title: Contract Administrator  
[schandonnet@lelandfurniture.com](mailto:schandonnet@lelandfurniture.com)  
616-975-9260 ext 101

# Tab 1 – Master Agreement

## General Terms and Conditions

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- ◆ Customer Support
  - The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.
  
- ◆ Disclosures
  - Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
  - The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.
  
- ◆ Renewal of Contract
  - Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to five (5) additional one-year terms or any combination of time equally not more than 5 years if agreed to by Region 14 ESC and the vendor.
  
- ◆ Funding Out Clause
  - Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
    - Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.
  
- ◆ Shipments (if applicable)
  - The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.
  
- ◆ Tax Exempt Status
  - Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

- ◆ Payments
  - The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.
- ◆ Adding authorized distributors/dealers
  - Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.
  - Purchase orders and payment can only be made to awarded vendor or distributors/business partners/resellers previously approved by NCPA.
  - Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.
  - All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.
- ◆ Pricing
  - All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.
  - All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing
- ◆ Warranty
  - Proposal should address the following warranty information:
    - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
    - Availability of replacement parts
    - Life expectancy of equipment under normal use
    - Detailed information as to proposed return policy on all equipment
  - Products
    - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
  - Construction
    - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.
- ◆ Safety
  - Vendors performing services shall comply with occupational safety and health rules and regulations. Also all vendors and subcontractors shall be held responsible for the safety of their employees and any conditions that may cause injury or damage to persons or property.

- ◆ Permits
  - Since this is a national contract, knowing the permit laws in each state is the sole responsibility of the vendor.
- ◆ Indemnity
  - The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.
- ◆ Franchise Tax
  - The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.
- ◆ Supplemental Agreements
  - The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.
- ◆ Certificates of Insurance
  - Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.
- ◆ Legal Obligations
  - It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.
- ◆ Protest
  - A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:
    - Name, address and telephone number of protester
    - Original signature of protester or its representative
    - Identification of the solicitation by RFP number
    - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested

- Any protest review and action shall be considered final with no further formalities being considered.

◆ Force Majeure

- If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
- The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders and regulation of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; pandemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

◆ Prevailing Wage

- It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

◆ Termination

- Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

◆ Open Records Policy

- Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition,

the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

- The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

# Process

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Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

- ◆ Contract Administration
  - The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.
- ◆ Contract Term
  - The contract term will be for three (3) year starting from the date of the award. The contract may be renewed for up to five (5) additional one-year terms or any combination of time equally not more than 5 years.
  - It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.
- ◆ Contract Waiver
  - Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
- ◆ Price Increases
  - Should it become necessary, price increase requests may be submitted at any point during the term of the contract by written amendment. Included with the request must be documentation and/or formal cost justification for these changes. Requests will be formally reviewed, and if justified, the amendment will be approved.
- ◆ Products and Services Additions
  - New Products and/or Services may be added to the resulting contract at any time during the term by written amendment, to the extent that those products and/or services are within the scope of this RFP.
- ◆ Competitive Range
  - It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.
- ◆ Deviations and Exceptions
  - Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.
- ◆ Estimated Quantities

- While no minimum volume is guaranteed, the estimated (but not limited to) annual volume for Products and Services purchased under the proposed Master Agreement is \$150 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program.
- ◆ Evaluation
  - Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.
- ◆ Formation of Contract
  - A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process. Contract award letter issued by Region 14 ESC is the counter-signature document establishing acceptance of the contract.
- ◆ NCPA Administrative Agreement
  - The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.
- ◆ Clarifications / Discussions
  - Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent's are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.
- ◆ Multiple Awards
  - Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.

◆ Past Performance

- Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

# Evaluation Criteria

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- ◆ Pricing (40 points)
  - Electronic Price Lists
    - Products, Services, Warranties, etc. price list
    - Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.
  
- ◆ Ability to Provide and Perform the Required Services for the Contract (25 points)
  - Product Delivery within participating entities specified parameters
  - Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
  - Vendor's ability to perform towards above requirements and desired specifications.
  - Past Cooperative Program Performance
  - Quantity of line items available that are commonly purchased by the entity.
  - Quality of line items available compared to normal participating entity standards.
  
- ◆ References and Experience (15 points)
  - A minimum of ten (10) public sector references for product and/or services of similar scope dating within past 3 years
  - Respondent Reputation in marketplace
  - Past Experience working with public sector.
  - Exhibited understanding of cooperative purchasing
  
- ◆ Value Added Products/Services Description, (10 points)
  - Additional Products/Services related to the scope of RFP
  - Marketing and Training
  - Minority and Women Business Enterprise (MWBE) and (HUB) Participation
  - Customer Service
  
- ◆ Innovation (10 points)
  - Past Innovation, how it affected sales
  - Future Innovation in the pipeline

# Signature Form

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The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name	Leland Furniture
Address	5695 Eagle Dr SE
City/State/Zip	Grand Rapids, MI 49512
Telephone No.	616-975-9260
Fax No.	616-975-9280
Email address	schandonnet@lelandfurniture.com
Printed name	Stephanie Chandonnet
Position with company	Sales Support Rep / Contract Administrator
Authorized signature	

## Tab 2 – NCPA Administration Agreement

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This Administration Agreement is made as of September 1, 2022, by and between National Cooperative Purchasing Alliance (“NCPA”) and Leland Furniture (“Vendor”).

### Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated September 1, 2022, referenced as Contract Number 07-101, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Furniture;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

#### ◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region

14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- The awarded vendor shall electronically provide NCPA with a detailed quarterly report showing the dollar volume of all sales under the contract for the previous quarter. Reports are due on the fifteenth (15<sup>th</sup>) day after the close of the previous quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Entity Name	Zip Code	State	PO or Job #	Sale Amount

**Total** \_\_\_\_\_

- Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor’s annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

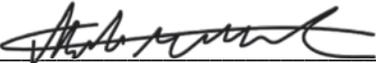
<b><u>Annual Sales Through Contract</u></b>	<b><u>Administrative Fee</u></b>
0 - \$30,000,000	2%
\$30,000,001 - \$50,000,000	1.5%
\$50,000,001+	1%

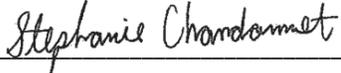
- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an under reporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

◆ General Provisions

- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA, provided, however, that the Vendor may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.
- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- All written communications given hereunder shall be delivered to the addresses as set forth below.

**National Cooperative Purchasing Alliance:**

Name: Matthew Mackel  
Title: Director, Business Development  
Address: PO Box 701273  
Houston, TX 77270  
Signature:   
Date: September 1, 2022

**Vendor:** Leland Furniture  
Name: Stephanie Chandonnet  
Title: Sales Support Rep / Contract Admin  
Address: 5695 Eagle Dr SE  
Grand Rapids, MI 49512  
Signature:   
Date: 06/08/22

## Tab 3 – Vendor Questionnaire

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Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

◆ States Covered

- Bidder must indicate any and all states where products and services can be offered.
- Please indicate the price co-efficient for each state if it varies.

**50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Alabama              | <input type="checkbox"/> Maryland       | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Alaska               | <input type="checkbox"/> Massachusetts  | <input type="checkbox"/> South Dakota   |
| <input type="checkbox"/> Arizona              | <input type="checkbox"/> Michigan       | <input type="checkbox"/> Tennessee      |
| <input type="checkbox"/> Arkansas             | <input type="checkbox"/> Minnesota      | <input type="checkbox"/> Texas          |
| <input type="checkbox"/> California           | <input type="checkbox"/> Mississippi    | <input type="checkbox"/> Utah           |
| <input type="checkbox"/> Colorado             | <input type="checkbox"/> Missouri       | <input type="checkbox"/> Vermont        |
| <input type="checkbox"/> Connecticut          | <input type="checkbox"/> Montana        | <input type="checkbox"/> Virginia       |
| <input type="checkbox"/> Delaware             | <input type="checkbox"/> Nebraska       | <input type="checkbox"/> Washington     |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Nevada         | <input type="checkbox"/> West Virginia  |
| <input type="checkbox"/> Florida              | <input type="checkbox"/> New Hampshire  | <input type="checkbox"/> Wisconsin      |
| <input type="checkbox"/> Georgia              | <input type="checkbox"/> New Jersey     | <input type="checkbox"/> Wyoming        |
| <input type="checkbox"/> Hawaii               | <input type="checkbox"/> New Mexico     |   |
| <input type="checkbox"/> Idaho                | <input type="checkbox"/> New York       |   |
| <input type="checkbox"/> Illinois             | <input type="checkbox"/> North Carolina |   |
| <input type="checkbox"/> Indiana              | <input type="checkbox"/> North Dakota   |   |
| <input type="checkbox"/> Iowa                 | <input type="checkbox"/> Ohio           |   |
| <input type="checkbox"/> Kansas               | <input type="checkbox"/> Oklahoma       |   |
| <input type="checkbox"/> Kentucky             | <input type="checkbox"/> Oregon         |   |
| <input type="checkbox"/> Louisiana            | <input type="checkbox"/> Pennsylvania   |   |
| <input type="checkbox"/> Maine                | <input type="checkbox"/> Rhode Island   |   |

**All US Territories and Outlying Areas** (Selecting this box is equal to checking all boxes below)

- |   |  |
|---|--|
| <input type="checkbox"/> American Samoa                 | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico             |
| <input type="checkbox"/> Guam                           | <input type="checkbox"/> U.S. Virgin Islands     |
| <input type="checkbox"/> Midway Islands                 |  |

◆ **Minority** **and Women**

**Business Enterprise (MWBE) and (HUB) Participation**

- It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.
  - **Minority / Women Business Enterprise**
    - Respondent Certifies that this firm is a M/WBE
  - **Historically Underutilized Business**
    - Respondent Certifies that this firm is a HUB

◆ **Residency**

- Responding Company's principal place of business is in the city of Grand Rapids, State of Michigan

◆ **Felony Conviction Notice**

- Please Check Applicable Box;
  - A publically held corporation; therefore, this reporting requirement is not applicable.
  - Is not owned or operated by anyone who has been convicted of a felony.
  - Is owned or operated by the following individual(s) who has/have been convicted of a felony
- If the 3<sup>rd</sup> box is checked, a detailed explanation of the names and convictions must be attached.

◆ **Distribution Channel**

- Which best describes your company's position in the distribution channel:
  - Manufacturer Direct
  - Certified education/government reseller
  - Authorized Distributor
  - Manufacturer marketing through reseller
  - Value-added reseller
  - Other: \_\_\_\_\_

◆ **Processing Information**

- Provide company contact information for the following:
  - **Sales Reports / Accounts Payable**
    - Contact Person: Sales Reports: Stephanie Chandonnet; Accounts Payable: Amber Thompson
    - Title: Stephanie: Contract Administrator; Amber: Accounting Manager
    - Company: Leland Furniture
    - Address: 5695 Eagle Dr SE
    - City: Grand Rapids State: MI Zip: 49512
    - Phone: 616-975-9260 Email: schandonnet@lelandfurniture.com
    - Accounts Payable: ap@lelandfurniture.com

▪ Purchase Orders

Contact Person: Customer Service  
Title: \_\_\_\_\_  
Company: Leland Furniture  
Address: 5695 Eagle Dr SE  
City: Grand Rapids State: MI Zip: 49512  
Phone: 616-975-9260 Email: hello@lelandfurniture.com

▪ Sales and Marketing

Contact Person: Stephanie Chandonnet  
Title: Sales Support Rep / Contract Administrator  
Company: Leland Furniture  
Address: 5695 Eagle Dr SE  
City: Grand Rapids State: MI Zip: 49512  
Phone: 616-975-9260 ext 101 Email: schandonnet@lelandfurniture.com

◆ Pricing Information

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
  - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

Yes       No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

Yes       No

- **Company's official registered name.**  
Leland International Inc.  
Doing business as: Leland Furniture
- **Brief history of your company, including the year it was established.**  
Formed in 1993, Leland Furniture began with a clear vision: Design products that look and feel contemporary, while enduring timelessly. Our first offering, the Marquette chair, perfectly embodies this philosophy. As with every product that has followed, we invite customization, allowing color, cutout, and configuration to be specified based on your overall design vision. A careful eye for detail and unwavering craftsmanship are also reasons our furnishings have endured so well, and earned their share of design awards. No matter the size or significance of the project, we make it easy to make a statement.
- **Company's Dun & Bradstreet (D&B) number.**  
809650674
- **Company's organizational chart of those individuals that would be involved in the contract.**  
Please refer to our Organizational Chart included in bid.
- **Corporate office location.**  
5695 Eagle Dr SE  
Grand Rapids, MI 49512
- **List the number of sales and services offices for states being bid in solicitation.**  
Leland has one corporate office/manufacturing location in Grand Rapids, MI, where we also employ all direct Leland employees. Leland has independent sales reps that represent Leland Furniture across the country to cover every state. A breakdown of which sales reps cover which states can be found on our website here under Representative Locator:  
<https://lelandfurniture.com/contact/>
- **List the names of key contacts at each with title, address, phone and e-mail address.**  
Sales Support Representative/Contract Administrator  
Stephanie Chandonnet  
[schandonnet@lelandfurniture.com](mailto:schandonnet@lelandfurniture.com)  
5695 Eagle Dr SE, Grand Rapids, MI 49512  
616-975-9260 ext 101

Vice President of Sales & Marketing  
Mandi Strickler  
[mstrickler@lelandfurniture.com](mailto:mstrickler@lelandfurniture.com)

5695 Eagle Dr SE, Grand Rapids, MI 49512  
616-551-8477

Customer Service  
[hello@lelandfurniture.com](mailto:hello@lelandfurniture.com)  
5695 Eagle Dr SE, Grand Rapids, MI 49512  
616-975-9260

- **Define your standard terms of payment.**  
Credit and Payment Terms | An open account may be established for new customers. A complete Leland credit application is required and must be faxed to Leland International, attention Accounting Credit will be established upon review and approval of your application. Allow up to four weeks delay for credit approval. To avoid this delay, orders on new accounts must be accompanied by a 50% deposit. If credit is approved by the time the order is ready for shipment, the balance must be paid within terms. Accounts that are inactive for a twelve-month period will automatically be closed and are subject to the above conditions for new accounts. Leland International may change or cancel credit at its discretion and may request advance payment at any time. Upon establishment of an open account, terms are "Net 15 Days" after date of invoice with a credit limit established on a per customer basis. 1½% per month service charge will be added to all past due accounts. Orders will not be processed for past due accounts until the amount due, including any service charge, is paid in full. All custom orders will require a down payment of 50% and will not be scheduled for production until the down payment is received. Leland International reserves the right to revoke the terms of any customer at any time for any reason.

For additional terms and conditions, please visit:  
<https://lelandfurniture.com/wp-content/uploads/2020/10/leland-terms-conditions.pdf>

- **Who is your competition in the marketplace?**  
Keilhauer, Hightower, Source Seating, Arper, Grand Rapids Chair

- **What differentiates your company from competitors?**

As makers, Leland views furniture as ‘tools’ to enhance people’s lives. For 30 years Leland has studied the emerging intelligence about the workplace, about educational environments and changing needs and habits, and responded with innovative designs. In the forefront of driving the benefits of ancillary furniture into new space types Leland supplies very adaptable and flexible furniture. Our pieces afford autonomy, recognizing that people want choice and control over how, when and where they work. Besides the innovation of new product types, Leland stands out from its many competitors by pushing manufacturing methods and technologies to achieve shapes, forms and details not previously seen in the contract furniture marketplace. Our latest Gemma Collection stretches the capabilities of two-dimensional plywood, while at the same time managing to meet our 500lb. test for our seating. This 500 lb. test alone is a unique distinguishing feature of Leland and is key to the durability and longevity of our furniture.

Recognizing that furniture is not just a commodity, but especially now is a critical part of creating spaces where people want to work and be present-spaces that evoke a strong sense of well-being - Leland has always stood apart from its competitors by its commitment to color and to warm residential finishes : the extensive use of wood and a color palette that also draws on nature and the outdoors.

As a US manufacturer which aims to source its entire supply chain domestically, Leland also maintains a competitive advantage over foreign vendors as well as local ones who rely heavily on imported components. We are renowned for our comparatively short lead-times which range typically from 4 – 8 weeks from our factory in Michigan.

- **Describe how your company will market this contract if awarded.**  
If awarded, Leland will create a page dedicated to NCPA on our website. We only have two contracts with pages like this, GSA and TIPS. You can view those examples here:  
<https://lelandfurniture.com/gsa/>  
<https://lelandfurniture.com/tips/>  
From there, our independent sales reps will be marketing the contract by getting the word out to the dealers, designers, and end users that we are now on contract for NCPA.
- **Describe how you intend to introduce NCPA to your company.**  
Leland will announce to all of our independent sales reps about the addition of NCPA to our contract offering and provide them with the contract information sheets we create that details the contract information. As always, we will be available to answer any questions they have and will be in touch with our NCPA contact for anything we may need clarification on. Additionally, we will provide training to our customer service team on any information they will need to know for quoting, order placement, etc.
- **Describe your firm's capabilities and functionality of your on-line catalog / ordering website.**  
All Leland products can be found online. We have a website for Leland Furniture and another for FreshCoast furniture (our children's furniture offerings). We do not offer online ordering, rather, PO's must be submitted in to our Customer Service email, [hello@lelandfurniture.com](mailto:hello@lelandfurniture.com).  
  
<https://lelandfurniture.com/>  
<https://www.fc.studio/>
- **Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)**  
Leland's Customer Service Department hours of operation are 8:30am-5:00pm EST. We only have one location and our customer service team currently has a hybrid work model. We have an outstanding customer service team to assist with quotes, purchase orders, finish sample requests, warranty claims, order updates, and any other miscellaneous questions that our reps, dealers, or end users may have. We are consistently receiving feedback on how wonderful this team is to work with.

- **Green Initiatives**  
All Leland Furniture products are SCS Indoor Advantage Gold certified. Current certificates for our seating and tables are included with our bid. Additionally, please see included document “Environmental Overview.”
- **Anti-Discrimination Policy**  
Please see included document “Anti-Discrimination Policy” (these are pages taken from our employee handbook). Leland also holds regular Managing Differences Trainings, held by our outside HR representative, to educate our employees on conflict resolution and how we welcome the differences amongst us all, as that is what makes us unique and a stronger team in the end.
- **Vendor Certifications (if applicable)**  
Not applicable

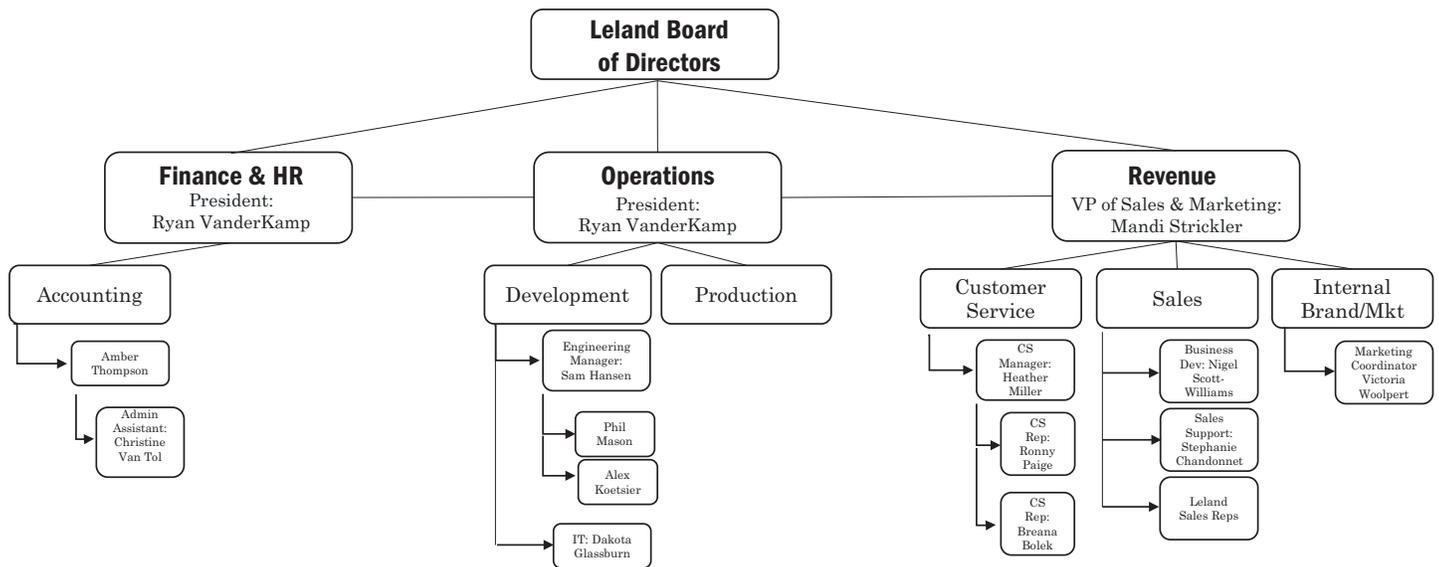
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LELAND

# Organizational Chart

**Updated: March 2022**

ORGANIZATIONAL CHART



## **Ability to Provide and Perform the Required Services for the Contract**

Having manufactured and supplied furniture to the institutional and corporate market for 30 years, Leland has a firmly established reputation among both end-users and the design community. We have salespeople covering every state in the US and some of them have been with us for almost 30 years. Since Leland is an open line, most dealers have purchased from us at some point in time and all have access to our product line. However, there are many dealers who use Leland as a 'go to' resource for the following reasons:

1. The unique personality of our designs which reflect Leland's commitment to colors and materials, as evidenced by the extensive use of wood for its sustainability as a fast renewable resource, and the unique methods of applying color while preserving the texture and grain of different woods;
2. As a domestic manufacturer we dual-source our supply-chain which enables us to offer lead-times as short as 4-6 weeks, so furniture dealers come to us knowing we can fulfil many orders where our competitors cannot, and that Leland will have the highest success rate in delivering all line items as a single complete order;
3. Additionally, as the actual factory for our products Leland is able to customize products to meet the desired specifications;
4. Agencies want Leland's products because of their quality and durability: our volume in Higher Education, K12, Libraries and Healthcare exceeds our volume in the corporate and hospitality segments because we are a known heavy-duty institutional provider;
5. Leland's product range affords an almost 'one-stop shop' as we can supply everything from a small plastic stacking stool through ganged auditorium seating and large-scale site furniture, both indoors and out, for transit and airport facilities.

### Administrative

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Leland's administrative office has implemented an extensive recycling policy for all materials used in the administrative process including paper, plastic, glass and metal. We furthermore require that our administrative staff print only those e-mails, quotes, etc., which are required for hard copy records. All other correspondence is only kept as e-documents.

### Design

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At Leland, protecting the environment starts with product design. Before being considered for product development, each new design concept submitted by our design partners is evaluated for its environmental impact throughout the life cycle of the product. Leland products are of exceptional quality, highly durable and designed for longevity. Products with a long useful life simply do not need to be replaced as often.

### Manufacturing

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Our manufacturing philosophy is based on lean manufacturing principles including perfect first-time quality, minimizing waste, maximizing use of available resources, and continuous process improvement. Leland has implemented standard operating procedures for recycling of cardboard, paper, aluminum, steel, PVC table edging, and scrap wood. Electrostatically applied VOC free powder coatings are applied to all of our painted metal surfaces. All exposed wood surfaces are finished with a high solid, low VOC finish that is formulated to maximize durability and minimize environmental impact. Our wood finishing facility features a state of the art ventilation and filtering system. We routinely change spray booth filters and reclaim our wood stains and solvents. All of these efforts contribute to our record of emission levels that are far below current strict federal and state mandated emission standards. Our upholstery foam material is formaldehyde free and made without chlorofluorocarbons (CFC's). Foam scraps from Leland products are recycled by our vendor to make carpet pads.

### Materials

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We are committed to selecting raw materials and components that are sustainable and processed in an environmentally responsible manner. For example, many Leland designs feature curved hardwood plywood. Plywood utilizes timber 8 to 10 times more efficiently than solid wood. The veneers used in our curved plywood furniture are from professionally managed forests. Leland currently uses steel for the frames of all its metal chairs and tables. This contains a minimum of 25% recycled steel and can be up to 100%, given daily supply fluctuation.

### SCS Indoor Advantage Gold Certification

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Leland products are SCS Indoor Advantage Gold Certified. Indoor Advantage Gold certification is SCS Global Services' highest level of indoor air quality performance for furniture. The certification assures that furniture products support a healthy indoor environment by meeting strict chemical emission limits for volatile organic compounds (VOCs). To be certified, products must be tested by independent labs for compliance with the ANSI/BIFMA X7.1, and either ANSI/BIFMA e.3 or CDPH/EHLB Standard Method V1-1 for VOC emissions of concerns. It is recognized by EPA and GSA, aligns with CA01350, and also qualifies for building rating systems such as LEED v4, BREEAM, WELL Building, CHPS (Collaborative for High Performance Schools), Living Building Challenge, and more.

### **Shipping**

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We have recently initiated a program to receive parts from vendors in returnable and reusable packaging. Every effort is made to ship our furniture in full trucks and receive parts from vendors in the same manner. To minimize the use of packaging materials we have developed high density packing configurations for many of our products. For example, as many as 30 Marquette chairs can be shipped in one package. Whenever possible, Leland eliminates the use of corrugated packaging and ships products blanket wrapped which can be reused indefinitely.

### **Vendors**

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Leland recognizes that our conscious choice of vendors and an understanding of their own commitments to preserving the environment is a key component to our products. This is why we strive to use vendors that have made environmental commitments with their products, places of work, and responsible habits both administratively and in manufacturing. Furthermore, Leland selects local vendors whenever possible to eliminate long transit times which can add to unnecessary fuel use.

## Equal Employment Opportunity



Our company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform servicemember status; or any other protected class under federal, state, or local law.

In Michigan, the following also are a protected class: disability; religion; race; color; national origin; age; sex; pregnancy, childbirth or related medical condition [that does not include nontherapeutic abortion not intended to save the life of the mother]; height; weight; marital status; and genetic information.



In New York, the following also are a protected class: age [18 and over]; race; creed; color; national origin; sexual orientation; sex (including gender identity and transgendered status); disability (including gender dysphoria or use of a guide dog, hearing dog, or service dog); predisposing genetic characteristics; military status; familial status; marital status; victims of domestic violence or stalking; for displaying the American flag on the employee's person or work station, as long as the display does not substantially and materially interfere with the employee's job duties; legal use of consumable products or legal recreational activities off company premises during nonworking hours; previous conviction of criminal offenses, unless directly related to employment or would involve an unreasonable risk to property, or to the safety or welfare of specific individuals, or the general public; or based on an individual's status as having a known relationship or



association with a member or members of a protected category under New York Human Rights Law.

You may discuss equal employment opportunity related questions with the contract administrator or any other designated member of management.

### **Pregnancy Accommodation**

The company will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the company will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

The company may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;

- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the contract administrator.

### **Americans with Disabilities Act**

Our company is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The company will not seek genetic information in connection with requests for accommodation. All medical information received by the company in connection with a request for accommodation will be treated as confidential.

## **A Word About our Employee Relations Philosophy**

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## **No Harassment**

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law ("protected class").

In Michigan, the following also are a protected class: disability; religion; race; color; national origin; age; sex; pregnancy, childbirth or related medical condition [that does not include nontherapeutic abortion not intended to

save the life of the mother]; height; weight; marital status; and genetic information.

In New York, the following also are a protected class: age [18 and over]; race; creed; color; national origin; sexual orientation; sex (including gender identity and transgendered status); disability (including gender dysphoria or use of a guide dog, hearing dog, or service dog); predisposing genetic characteristics; military status; familial status; marital status; victims of domestic violence or stalking; for displaying the American flag on the employee's person or work station, as long as the display does not substantially and materially interfere with the employee's job duties; legal use of consumable products or legal recreational activities off company premises during nonworking hours; previous conviction of criminal offenses, unless directly related to employment or would involve an unreasonable risk to property, or to the safety or welfare of specific individuals, or the general public; or based on an individual's status as having a known relationship or association with a member or members of a protected category under New York Human Rights Law.

**Violation of this policy will result in disciplinary action, up to and including immediate discharge.**

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with a member of management or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes any of the following activities pertaining to an individual's protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.

- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

All members of management are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including vendors, customers, and employees of contractors or

subcontractors. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

**If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to (one of) the individual(s) listed below:**

1. Brenda Amato, Contract Administrator at (616) 975-9260, 5695 Eagle Dr SE, Grand Rapids, MI 49512 or [Brendaa@leandinternational.com](mailto:Brendaa@leandinternational.com).
2. Scott McDuffee, Operations Director at (616) 975-9260 or 5695 Eagle Dr SE, Grand Rapids, MI 49512.

If an employee makes a report to any person listed above and that person either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other persons on the list above to receive complaints.

**You should report any actions that you believe may violate our policy no matter how slight the actions may seem.**

We will investigate the report and then take prompt, appropriate remedial action. The company will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

**You will not be penalized or retaliated against for reporting improper conduct, harassment,**

**discrimination, retaliation, or other actions that you believe may violate this policy.**

We are serious about enforcing our policy against harassment. Persons who violate this or any other company policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

### **Categories of Employment**

**INTRODUCTORY PERIOD:** Full-time and part-time employees are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

**FULL-TIME EMPLOYEES** regularly work at least a 40-hour workweek.

**PART-TIME EMPLOYEES** work less than 40 hours each week. Part time employees do not receive any benefits.

**PER DIEM (TEMPORARY) EMPLOYEES** do not work regularly scheduled hours, but are called in to work on an as-needed basis. They do not receive any benefits.

**SCS Global Services** does hereby certify that an independent assessment has been conducted on behalf of:

## Leland International Inc

5695 Eagle Dr SE, Grand Rapids, MI, United States

For the following product(s):

### Seating:

Amadeus, Back Bench, Beach Stones, Brit Bench, Café Parfait, Crystal Chair, Ease, Ebb Bench, Eve, Gemma Chair, Gemma Stitch, Hammock, Handy, M2 Chair, Manitou Chair, Marquette Chair, MASS, Omena, Parfait II, Patisserie, Pluto, Quarry, Quince Chair, Rapson Forty-Eight, Rapson Thirty-Nine Bench, Rapson Thirty-Nine Guest, Rapson Thirty-Nine Lounge, Slam, Slam Beam, Valeri, Zoon Chair, Zoon Stool

The product(s) meet(s) all of the necessary qualifications to be certified for the following claim(s):

### Indoor Advantage™ Gold

Indoor Air Quality Certified to SCS-EC10.3-2014 v4.1

Conforms to the ANSI/BIFMA Furniture Emissions Standard (M7.1/X7.1-2011 R2021) and ANSI/BIFMA e.3-2019 (Credits 7.6.1, 7.6.2, 7.6.3) for seating parameters.<sup>1</sup> Also, conforms to the CDPH/EHLB Standard Method (CA 01350) v1.2-2017 for seating<sup>1</sup> and school classroom parameters.<sup>1,2</sup>

<sup>1</sup> Modeled as Office Seating

<sup>2</sup> Modeled as Pupil Seating

Registration # SCS-IAQ-06686

Valid from: January 28, 2022 to January 27, 2023



A handwritten signature in black ink that reads "Stanley Mathuram".

Stanley Mathuram, PE, Executive Vice President  
SCS Global Services  
2000 Powell Street, Ste. 600, Emeryville, CA 94608 USA

**SCS Global Services** does hereby certify that an independent assessment has been conducted on behalf of:

## Leland International Inc

5695 Eagle Dr SE, Grand Rapids, MI, United States

For the following product(s):

**Tables:**

Cambre Table, Crystal Table, Fast Table, Fixed Table, Fly Table, Gemma Table, Hifi Table, Leah Table, M3 Table, Manitou Table, Marquette Table, Parfait Table, Quarry Tablet, Quince Table, Zoon Table

The product(s) meet(s) all of the necessary qualifications to be certified for the following claim(s):

**Indoor Advantage™ Gold**

Indoor Air Quality Certified to SCS-EC10.3-2014 v4.1

Conforms to the ANSI/BIFMA Furniture Emissions Standard (M7.1/X7.1-2011 R2021) and ANSI/BIFMA e.3-2019 (Credits 7.6.2 and 7.6.3) for the private office workstation parameters.<sup>1</sup>

<sup>1</sup> Modeled as Individual Furniture Components

Registration # SCS-IAQ-06687

Valid from: January 28, 2022 to January 27, 2023



A handwritten signature in black ink that reads "Stanley Mathuram".

Stanley Mathuram, PE, Executive Vice President  
SCS Global Services  
2000 Powell Street, Ste. 600, Emeryville, CA 94608 USA

## Leland 5 Year Warranty

<https://lelandfurniture.com/wp-content/uploads/2020/10/leland-warranty.pdf>

- **Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.**

Please see warranty statement, linked above.

- **Availability of replacement parts**

Replacement parts are available on all products. Depending on the construction of the chair, Leland can help determine the replacement needed.

- **Life expectancy of equipment under normal use**

Our standard warranty is for (5) five years and warrants all Leland product against defects in material and workmanship for that period. The life expectancy of our furniture is exceptionally long for commercial furniture, not only a consequence of our high industrial and design standards, but because twenty-four of our 30 different product lines also meet a 500 lb. weight test. (The BIFMA standard for contract furniture is 275 lbs.)

- **Detailed information as to proposed return policy on all equipment**

All Leland Furniture is made to order so our restocking fee is 100%.

## Applicable Furniture Categories

- Ancillary Furniture Products
- Cafeteria
- Classroom / Educational / Dormitory
- Conference or Breakroom / Training
- Healthcare / Medical / Therapy Practices
- Library
- Lounge / Reception
- Office
- Seating / Chairs
- Tables / Meeting Conference Room



**Amadeus**

Side and Arm Chairs with Sled,  
Tapered Four Leg, or Wood Base



**Café Parfait**

Side Chair



**Ease**

Side and Arm Chairs



**Gemma**

Wood and Sled base



**Handy**

All Models



**M2**

Stacking and Non-Stacking  
Side Chairs, Counter and Bar



**Marquette**

Side Chairs  
with Sled Base



**Mass**

Side, Arm, and Bar Chairs



**Omena**

Side Chair



**Parfait II**

Stacking and Non-Stacking Side Chair,  
Arm chair, Counter and Bar Chair



**Pâtisserie Series**

Side Chairs



**Rapson Forty-Eight**

Four Leg Steel Side Chair and Bar Chair



**Rapson Forty-Eight**

Four Leg Maple Side Chair



**Rapson Thirty-Nine**

Guest Chair



**Slam**

Side and Arm chairs with  
Aluminum, Sled, Four Leg, or Wood Base



**Valeri**

Guest Chair

# 500lb Tested

Benches and Lounges



**Back Bench**  
Veneer and Upholstered  
Benches



**Beach Stones**  
Upholstered Lounge



**Brit Bench**  
Metallic and Upholstered  
Benches



**Ebb Bench**  
Veneer Bench



**Gemma Stitch**  
Upholstered Lounge



**Pluto**  
Upholstered Bench



**Quarry**  
Upholstered Benches & Tablet Table



**Rapson Thirty-Nine**  
48" Bench

## Value Added Products and Services

- **Material Bank**

Leland is on Material Bank, allowing designers to order our finish samples and have them expedited for review without having to contact Leland or a rep (we still are provided with these leads to follow up on). If they order by 12am EST, the samples they ordered will arrive by 10:30am the next morning. We've taken an extra step to stand out with our finishes - wood finish samples we send from material bank are wooden stones.

[https://www.materialbank.com/search?q=Leland+Furniture#/filter:manufacturer:Leland\\$2520Furniture#/page:1](https://www.materialbank.com/search?q=Leland+Furniture#/filter:manufacturer:Leland$2520Furniture#/page:1)

- **Leland Customer Service Team**

Our customer service team continuously receives raving reviews from our independent reps and dealers. Our team is small but efficient. They make the experience personal, yet professional and each person is knowledgeable about specific orders, quotes, etc. Our customers are not getting tossed around from random person to random person. What our customers can typically expect from our team:

- 24-hour standard quote turnaround.
- 72-hour custom quote turnaround, dependent on what the custom is.
- 3 business days for a response with questions or acknowledgement for purchase orders.
- 72-hours for determination on warranty claims once all needed information has been received.

- **SCS Indoor Advantage Gold Certification**

All Leland products are SCS Indoor Advantage Gold Certified. Our furniture underwent this rigorous testing that aligns with the standards for ANSI/BIFMA M7.1 and X7.1, and CA 01350 and we can provide this certification that qualifies us for: BREEAM International, Collaborative for High Performance Schools (CHPS), Green Globes, Green Guide for Health Care 2.2, LEED v4.1, WELL Building Standard, and more.

Seating Certificate: <https://lelandfurniture.com/wp-content/uploads/2021/02/leland-scs-certification-seating-2022.pdf>

Tables Certificate: <https://lelandfurniture.com/wp-content/uploads/2021/02/leland-scs-certification-tables-2022.pdf>

- **My Resource Library**

Leland has two binders in My Resource Library, our main Leland binder and our State of Alabama binder. My Resource Library is, “the industry’s go-to virtual library.” We are happy to be part of this as it allows designers a tool for “project ideation, collaboration, and visualization.”

<https://www.myresourcelibrary.com/Home>

- **500+ lbs Tested**  
Leland is built for durability and high abuse environments, with many of our products passing a 500lb test.  
<https://lelandfurniture.com/wp-content/uploads/2020/10/leland-500lbs-tested.pdf>
- **Custom Cutouts and Engravings**  
Along with our standard cutout and engraving options, we have the ability to do a custom cutout or engraving which allows customers that special personal touch to their furniture, to really make it unique to them, their university, their business, etc.
- **Stain-to-Match Services**  
Leland has always been about color, but sometimes the color the customer wants and needs isn't offered in our standard selection. To help our customers get what they are hoping for, our expert finishing team is able to do custom stain-to-match.
- **Lead Times**  
We are thankfully one of the few in the industry that has been able to maintain reasonable lead times on our products, even despite the supply chain issues effecting every industry. Currently we have 6–8-week standard lead times. We keep all lead times up to date on our website here:  
<https://lelandfurniture.com/wp-content/uploads/2015/12/leland-lead-times.pdf>
- **Quickship Program**  
Leland instated a quickship program for those projects that need their furniture ASAP. It applies to our top two selling products, Amadeus and Slam, with a limited range of specs and quantities up to 40. These can ship within 2 weeks of clean order placement. We also encourage our customers to reach out to customer service about other colors and quantities, as there is always a possibility that we can do something quicker than what is listed on the standard lead time sheet.
- **Dedicated Contract Specialist**  
Our appointed contact, Stephanie Chandonnet, is here to help with any NCPA related questions from our customers, help educate our team and reps, and be the point person for providing NCPA with any needed information. Our customer service team is provided with all the information and training they need and our backup point of contact, Mandi Strickler VP of Sales and Marketing, can all serve our customers with contract related questions in the case of Stephanie's absence or for urgent requests.

- **Made in America**

Leland is proud to manufacturer our furniture in Grand Rapids, Michigan and say that our products are made in America. We are continually in the process of trying to source any parts that we can closer to our office/manufacturing plant.

- **CET**

Leland has made a significant investment to build our catalogue in CET by Configura. Configura's CET platform is a collection of tools for manufacturer's to create, publish and consume their data across multiple solutions to streamline their sales and order process. Using cloud-based and desktop tools, Configura's platform and products transforms the way spaces are designed by improving efficiencies, eliminating errors and reducing environmental waste.

This creates benefits to the dealer:

- Reducing time spent on design iterations from hours to minutes
- Reduce specification and order-entry errors to practically zero
- Improving efficiencies and cutting lead times so your design and sales staff can propose more and sell more

<https://my.configura.com/index.pl?page=marketplace>

- **CAD/Revit**

We know the importance of having 3d models available for designers that work in these platforms. In order for the client to visualize furniture within the space, these types of models are crucial. Leland makes a significant investment every year to ensure all of our products have the appropriate 3D data available.

<https://lelandfurniture.com/resources/> → CAD/Revit Drop Down

## Tab 10 – Required Documents

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- ◆ Federal Funds Certifications
- ◆ Clean Air and Water Act & Debarment Notice
- ◆ Contractors Requirements
- ◆ Antitrust Certification Statements
- ◆ Required Clauses for Federal Assistance by FTA
- ◆ State Notice Addendum

## **Federal Funds Certifications**

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

### **APPENDIX II TO 2 CFR PART 200**

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency and Offeror reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

- Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

- Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions
- Any Participating Agency will include any current and applicable prevailing wage determination in each issued solicitation and provide Offeror with any required documentation and/or forms that must be completed by Offeror to remain in compliance the applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants,

Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

- Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non- Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in

compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and all subrecipients shall certify and disclose accordingly.

#### **RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS**

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.334. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.334 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

#### **CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

#### **CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Participating Agencies will clearly identify whether Buy America Provisions apply in any issued solicitation. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

### CERTIFICATION OF ACCESS TO RECORDS

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any non-financial documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents. This right of access will last only as long as the records are retained.

### CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

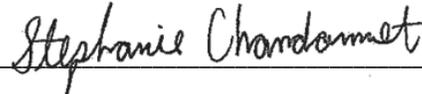
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**Offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted in the pages above. It is further acknowledged that offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances as applicable.**

Offeror: Leland Furniture

Address: 5695 Eagle Dr SE

City, State, Zip: Grand Rapids, MI 49512

Authorized Signature: 

Date: 06/08/22

**Clean Air and Water Act & Debarment Notice**

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

Potential Vendor	Leland Furniture
Print Name	Stephanie Chandonnet
Address	5695 Eagle Dr SE
City, State, Zip	Grand Rapids, MI 49512
Authorized signature	<i>Stephanie Chandonnet</i>
Date	06/08/22

## **Contractor Requirements**

### **Contractor Certification Contractor's Employment Eligibility**

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed

### **Fingerprint & Background Checks**

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

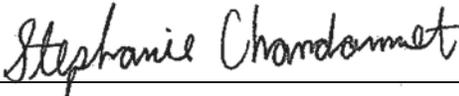
The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

### **Business Operations in Sudan, Iran**

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Authorized signature

  
\_\_\_\_\_

Date

06/08/22  
\_\_\_\_\_

**Antitrust Certification Statements (Tex. Government Code § 2155.005)**

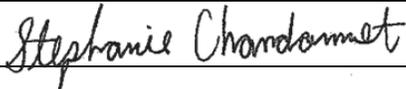
I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company name	Leland Furniture
Address	5695 Eagle Dr SE
City/State/Zip	Grand Rapids, MI 49512
Telephone No.	616-975-9260
Fax No.	616-975-9280
Email address	schandonnet@lelandfurniture.com
Printed name	Stephanie Chandonnet
Position with company	Sales Support Rep / Contract Administrator
Authorized signature	

## **Required Clauses for Federal Assistance provided by FTA**

### **ACCESS TO RECORDS AND REPORTS**

Contractor agrees to:

- a) Maintain all non-financial books, records, accounts and reports required under this Contract for a period of not less than two (2) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until the FTA Administrator, the U.S. DOT Office of the Inspector General, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all non-financial work, materials, and other data and records that pertain to the Project, and to audit the non-financial books, records, and accounts that pertain to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination. The right of access detailed in this section continues only as long as the records are retained.

*FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts.*

### **CIVIL RIGHTS / TITLE VI REQUIREMENTS**

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other applicable implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
  - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
  - b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC)

implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

- c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
  - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.
  - 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

*Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.*

### **DISADVANTAGED BUSINESS PARTICIPATION**

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

- 1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all

applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

- 2) **Prompt Payment.** Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.
- 3) **DBE Program.** In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

### **ENERGY CONSERVATION REQUIREMENTS**

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

### **FEDERAL CHANGES**

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, listed directly or by reference in the Contract between Public Agency and the FTA, and those applicable regulatory and procedural updates that are communicated to Contractor by Public Agency, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

### **INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS**

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT and applicable to the scope of a particular Contract awarded to Contractor by a Public Agency as a result of solicitation, as set forth in the most current FTA Circular 4220.1F, published February 8<sup>th</sup>, 2016, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to knowingly perform any act, knowingly fail to perform any act, or refuse to comply with any reasonable public agency requests that would directly cause public agency to be in violation of the FTA terms and conditions.

### **NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES**

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

*Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.*

### **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS**

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms, to the best of its knowledge, the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

*Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.*

**State Notice Addendum**

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located nationally in all fifty states, issues this Request for Proposal (RFP) to result in a national contract.

For your reference, the links below include some, but not all, of the entities included in this proposal:

[http://www.usa.gov/Agencies/State\\_and\\_Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml)

<https://www.usa.gov/local-governments>

## Innovation

In its 30-year history Leland has been an innovator in both the larger conceptual details of furniture as well as in the small details such as finishes and manufacturing processes.

### 1. Innovations with materials:

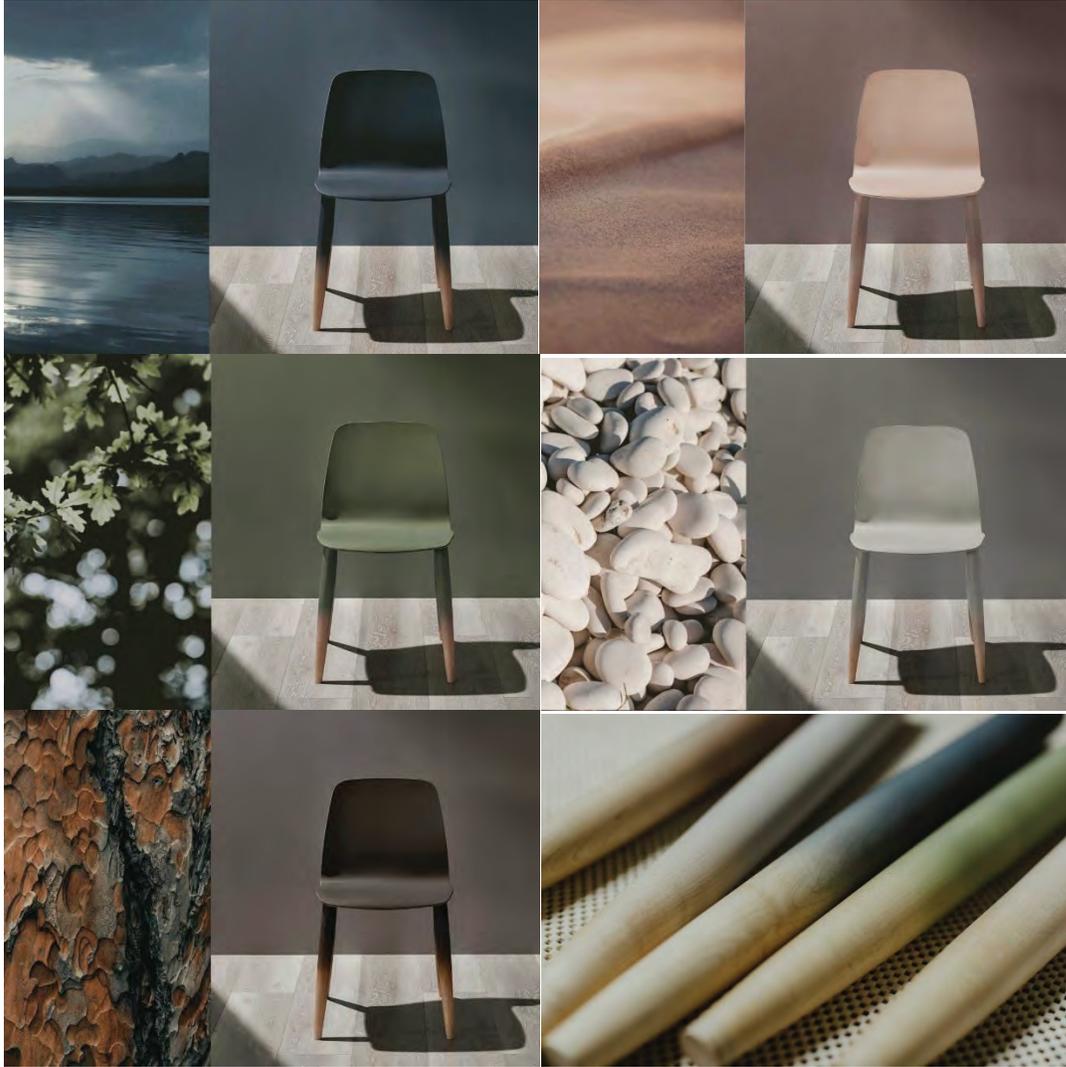
With a commitment to wood as nature's most renewable resource as well as the most biodegradable resource Leland came to prominence with the offering of "color as a service". Semi-transparent stains were applied over wood in a vast range of colors that allowed the natural woodgrain to show through – this was a new way of looking at color on wood instead of the typical solid lacquers that historically were applied.



As the trend towards well-being in the workplace and biophilial design arose Leland went beyond the traditional expressions of wood in the expected finishes of cherry, oak, walnut etc. and introduced new natural finishes that reflect wood in its found state before any extensive finishing and polishing. A further development of this was to express the grain in a more obvious way, and so the Omena chair was designed with a horizontal run of the grain, opening it to reveal its depth, while finishing it with a unique brushing and filling technology to maintain the desired smooth surface in feel, if not in appearance.



Further investigations into color led to the understanding that colors in nature are not always consistent – the blue sky is often pink, water can be brown or green as well as blue, and rocks in the forest in the moonlight can appear almost white. So these ever-changing gradients found in nature were added to the color range as seen here on the Omena Gradient chair.



While adding new natural wood-tones and these gradient colors gave designers and customers a completely new and revolutionary palette to work with, they needed to be supported across the other materials in a space. The selection of Forbo furniture laminate colors was coordinated with the gradient colors, and a range of fabrics was created that coordinate with these new wood finishes and colors.



Plywood molding capabilities had advanced to a 3D technology which allowed for the most beautiful and complex wood shapes, as seen in Leland's Amadeus and Slam chairs. For the purposes of a more affordable product Leland worked to stretch the limits of molding 2D plywood to achieve an appearance with the same richness and complexity that comes from a 3D mold. The Gemma collection involves flared edges and curved shapes that evoke the elegance and sophistication needed for the most upscale environments but at a much lower price. The collection includes an unusual height-adjustable table in that it is not a sit/stand desk mechanism, but one that

enables a low coffee or occasional table surface to be raised to desk height as one shifts from a meeting or a moment of repose to a work mode.

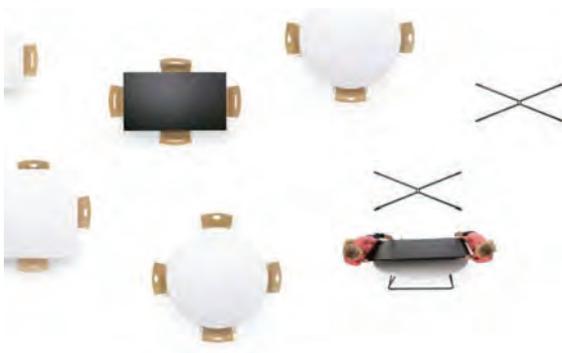


## 2. Innovations in furniture concepts:

In the public seating arena, Leland offers a number of options. The most innovative at the time was the Ebb Bench, a system of benches that can be configured as spokes off a central hub with the option for power and data all the way through, and can be fixed in place to the floor. This outstanding product has been repeatedly specified by customers since 2014 such as the San Francisco Airport.



A unique concept in collapsible tables is the Fast Table. The clever folding table-base design allows one to place round, square and rectangular tops on the same base, so instead of inventorying three different tables a facility need only store three types of tops and just one set of table bases.



Another early innovation was our children's furniture collection, Freshcoast, which brought personality and fun to the K12 market, and innovated the Beachstones collection of ottoman-like seating. This addressed for the first time the informal group teaching and reading sessions away from a traditional desk/chair classroom, and

supported the trend towards discussion and break-out sessions in the classroom.



3. Innovations with the small details that are not always apparent: The Amadeus stacking chair has a ganging ‘mechanism’ built in: instead of using a separate accessory part, the design of the chair’s sled base is such that the chairs can be interlocked, if chosen, without any tools, additional parts or purchases ([View Video Here](#)). Another unique feature is the chair’s vertical stack position – this allows for two stacks of chairs to fit into the same footprint that is occupied by a single stack when chairs are typically tilted backwards onto a dolly.



Other less obvious design details include the hollow channel in all four legs of the Fixed table that enable one to channel power and data cables inside any of the legs without any clips, tools or cover brackets needed, or the simple Caddy that hangs on the table that affords the storage of 'work tools' at the table without being on the table itself.



## Upcoming introductions:

To address the new hybrid office model where furniture needs to be more flexible and adaptable, and where the items will have multiple users in any day or week, Leland will be launching a 'light desking' series in the first quarter of next year. In the product development queue is also a simple intuitive task/meeting chair as well as soft-seating for collaborative lounge-work to complete this future office environment. A new plywood chair design with a unique passive ergonomic feature is in development testing right now, and new plastic chair products are being sourced in the highest ecologically sustainable materials currently available.

Over the past three decades Leland has won many awards for product innovation, and again this year received an award at Neocon in Chicago for the Gemma chair. We are known for inventive solutions and several exclusive product-types for which there are no competitors. Leland continues to push the design envelope as well as the engineering and durability component for which we are renowned.





## REQUEST FOR CONTRACT UPDATE# \_\_\_\_\_

Pursuant to the terms of your awarded contract, all Contractors must notify and receive approval from Region 14 Education Service Center ("Region 14 ESC") when there is an update to the contract. No request will be officially approved without the prior written authorization from Region 14 ESC. Region 14 ESC reserves the right to accept or reject any request.

Leland International \_\_\_\_\_ (Contractor Name) hereby provides notice of the following update to Region 14 ESC contract number 07-101 \_\_\_\_\_ for Furniture \_\_\_\_\_ (Contract Title) on this date 08/13/24 \_\_\_\_\_

**Instructions:**

**Vendors must check all that may apply and provide supporting documentation.** Be sure to sign the signature page with all required signatures, prior to submitting your update for approval.

*This form is not intended for use if there is a change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc.*

**Authorized Affiliates/Dealers/Distributors/Resellers**

- Additions
- Deletions

**Products/Services (check all that apply)**

- Additions
- Deletions
- Modifications
- Pricing Update

**Other** Vendor may include other notes regarding the contract update here: (attach another page if necessary).

We have added a few new products Baraga and Bimini and we have removed the Ebb Veneer bench

The Marquette chair and Handy stool price went down in cost.

Slam 4leg, Amadeus and Parfait II did not have an increase

Fixed tables 2% increase, All other seating 3%, tables and soft seating 5%, Dollies/trolley 10%

Vendor increases, and labor costs have gone up

<https://lelandfurniture.com/wp-content/uploads/2023/04/leland-us-price-list-2024.pdf>

<https://lelandfurniture.com/wp-content/uploads/2024/01/Bimini-us-price-list-2024.pdf>

<https://www.fc.studio/wp-content/uploads/2020/04/freshcoast-us-price-list-2024.pdf>

Leland International

Vendor Name

Heather Miller

Submitted By



8/13/24

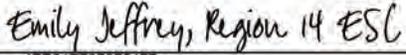
Signature

Date

**FOR USE BY Region 14 ESC ONLY:**

Emily Jeffrey, Chief Financial Officer

DocuSigned by:



Signature

8/14/2024 | 2:24 PM PDT

Date

# LELAND

Page 69 of 76  
Phone 616.975.9260  
Fax 616.975.9280  
5695 Eagle Dr SE  
Grand Rapids, MI 49512  
lelandfurniture.com

March 13, 2024

RE: Region 14 Contract, Price List Update

Dear Region 14,

Leland Furniture would like to submit an update to the price lists that are currently offered on our Region 14 Contract. Leland Furniture has instated a price increase of 3-10% on all products, excluding Handy, on January 1, 2024. We also request to add the Baraga, Bimini and Geode. The letter that was sent out to our customers informing of the increases is below.

We would like to update to the latest commercial price list that is offered to our customers. These increases we have applied are due to the increases we have incurred from our vendors. We have done everything we can to keep the increases as low as possible for our customers.

You may find the proposed price lists at the links below:

<https://lelandfurniture.com/wp-content/uploads/2023/04/leland-us-price-list-2024.pdf>

<https://lelandfurniture.com/wp-content/uploads/2024/07/Geode-us-price-list.pdf>

<https://lelandfurniture.com/wp-content/uploads/2024/01/Bimini-us-price-list-2024.pdf>

<https://www.fc.studio/wp-content/uploads/2020/04/freshcoast-us-price-list-2024.pdf>

Please let me know if you have any questions.

Respectfully,

**Leland Furniture**



---

**Signature**

Name: Heather Miller

Title: Channel Sales Manager

# LELAND

Page 70 of 76  
Phone 616.975.9260  
Fax 616.975.9280  
5695 Eagle Dr SE  
Grand Rapids, MI 49512  
lelandfurniture.com

**September 30, 2022**

**Re: Leland Furniture Price Increase: Effective January 1st, 2024**

To Whom it May Concern,

This letter is to announce that Leland Furniture will be implementing a price increase effective for orders placed on or after January 1<sup>st</sup>, 2024. The below information indicates the percent increases by product type.

**3% Price Increase:**

- Amadeus
- Café Parfait
- Cambre
- Crystal Stool
- Ease
- Gemma Seating
- Handy
- M2
- Manitou Seating
- Marquette/Little Marquette Seating
- Mass
- Omena
- Parfait II
- Rapson
- Slam/Slam Beam
- Zoon Seating

**5% Price Increase:**

- Beach Stones
- Brit Bench
- Crystal Tables & Low Tables
- Ebb
- Fast
- Gemma Tables
- Gemma Stitch
- Leah Tables
- Little Marquette Tables
- M3 Tables
- Manitou Tables
- Pluto
- Quarry
- Quince Collection
- Slam Lounge
- Valeri
- Zoon Tables

**10% Price Increase:**

- Dollies/ Trolley

**Price Decrease:**

- Handy

**LELAND**

Page 71 of 76  
Phone 616.975.9260  
Fax 616.975.9280  
5695 Eagle Dr SE  
Grand Rapids, MI 49512  
lelandfurniture.com

Additionally, the following products will be phased out at the end of 2022, but will be available for order through June of 2023:

- Back Bench (10% increase for orders in 2023)
- HiFi Tables (10% increase for orders in 2023)
- Marquette Tables (10% increase for orders in 2023)
- Parfait Tables (10% increase for orders in 2023)
- Patisserie (5% increase for orders in 2023)

Please feel free to reach out to our Customer Service team at [hello@lelandfurniture.com](mailto:hello@lelandfurniture.com) with any questions.

Sincerely,



**Heather Miller**  
Channel Sales Manager



### REQUEST FOR CONTRACT UPDATE # 3

Pursuant to the terms of your awarded contract, all Contractors must notify and receive approval from Region 14 Education Service Center ("Region 14 ESC") when there is an update to the contract. No request will be officially approved without the prior written authorization from Region 14 ESC. Region 14 ESC reserves the right to accept or reject any request.

Leland international (Contractor Name) hereby provides notice of the following update to Region 14 ESC contract number 07-101 for Furniture (Contract Title) on this date 3/6/25.

**Instructions:**

**Vendors must check all that may apply and provide supporting documentation.** Be sure to sign the signature page with all required signatures, prior to submitting your update for approval.

*This form is not intended for use if there is a change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc.*

**Authorized Affiliates/Dealers/Distributors/Resellers**

- Additions
- Deletions

**Products/Services (check all that apply)**

- Additions
- Deletions
- Modifications
- Pricing Update

**Other** Vendor may include other notes regarding the contract update here: (attach another page if necessary).

Leland international

---

Vendor Name

Heather Miller

---

Submitted By

*Heather Miller*

---

Signature

3/6/25

---

Date

**FOR USE BY Region 14 ESC ONLY:**

Emily Jeffrey, Chief Financial Officer

Signed by:  
*Emily Jeffrey*  
4FE64E70707547B...

---

Signature

3/10/2025

---

Date

# LELAND

Page 74 of 76  
Phone 616.975.9260  
Fax 616.975.9280  
5695 Eagle Dr SE  
Grand Rapids, MI 49512  
lelandfurniture.com

March 6, 2025

RE: Region 14 Contract, Price List Update

Dear Region 14,

Leland Furniture would like to submit an update to the price lists that are currently offered on our Region 14 Contract. Leland Furniture has instated a price increase of 3% on all products, excluding Handy, Geode and Baraga on January 1, 2025. We also request to add the Driftwood. The letter that was sent out to our customers informing of the increases is below.

We would like to update to the latest commercial price list that is offered to our customers. These increases we have applied are due to the increases we have incurred from our vendors. We have done everything we can to keep the increases as low as possible for our customers.

You may find the proposed price lists at the links below:

<https://lelandfurniture.com/wp-content/uploads/2023/04/leland-us-price-list-2025.pdf>

<https://lelandfurniture.com/wp-content/uploads/2024/08/driftwood-us-price-list-2025.pdf>

<https://www.fc.studio/wp-content/uploads/2020/04/freshcoast-us-price-list-2025.pdf>

Please let me know if you have any questions.

Respectfully,

**Leland Furniture**



---

**Signature**

Name: Heather Miller

Title: Channel Sales Manager

# LELAND

Page 75 of 76  
Phone 616.975.9260  
Fax 616.975.9280  
5695 Eagle Dr SE  
Grand Rapids, MI 49512  
lelandfurniture.com

**December 27, 2024**

**Re: Leland Furniture Price Increase: Effective January 1st, 2025**

To Whom it May Concern,

This letter is to announce that Leland Furniture will be implementing a price increase effective for orders placed on or after January 1<sup>st</sup>, 2025. The below information indicates the percent increases by product type.

**3% Price Increase:**

On all products excluding Handy, Baraga, Geode

Additionally, the following products will be phased out at the end of 2025, but will be available for order until the inventory has been depleted:

- Quarry
- Hammok
- Valeri
- Pluto
- Brit Bench

Please feel free to reach out to our Customer Service team at [hello@lelandfurniture.com](mailto:hello@lelandfurniture.com) with any questions.

Sincerely,



**Heather Miller**  
Channel Sales Manager



## Region XIV Education Service Center

1850 Highway 351  
Abilene, TX 79601-4750  
325-675-8600  
FAX 325-675-8659

April 15, 2025

Heather Miller  
Customer Service & National Accounts Manager  
Leland Furniture  
5695 Eagle Dr SE  
Grand Rapids, Michigan 49512  
*Sent via email to:* heather@lelandfurniture.com

Re: Renewal of Region 14 ESC contract # 07-101 Furniture

Dear Heather Miller:

Region 14 Education Service Center is pleased to announce it is renewing contract # 07-101 Furniture for the period October 01, 2025 through September 30, 2026, in accordance with the contract.

If you have any questions or concerns, feel free to contact me at (325) 675-7003.

Sincerely,

Signed by:

  
4FE64E70707547B...

Emily Jeffrey  
Region 14, Chief Financial Officer