

Contract Details

Contract Title	Office Furniture
Contract Number	TXMAS-3-7110510
Term of Contract	9/15/03-3/31/11
Products Included	Basics & Contract Furniture
Who can purchase	The State of Texas, Agencies, Cooperative Purchasing, & Local Government Entities
Terms to State Agency	52.4-57.7% off List, depending on the product.
Freight Terms	FOB Origin
Price Lists	2008 GSA 0134G Price List
Price Update Rule	Annual price increase allowed
Minimum Order	\$100

Instructions to Dealers

Authorized Dealers	<ul style="list-style-type: none"> • Orders are processed through authorized dealers • Orders may also come direct from the state • Dealers wishing to be added as an authorized dealer should contact their Bretford representative. • Provide Bretford representative with any changes to authorized dealer list.
Terms to Dealer	Dealer uses their standard Bretford discount/pricing <ul style="list-style-type: none"> • If order comes direct from state a 10% commission is payable plus install Freight is F.O.B. Origin
Instructions to Dealers	Reference " TXMASOF " Contract " TXMAS-3-7110510 " on applicable orders A fuel surcharge may apply, but should not be added to customer invoice

Instructions to Order Entry

Purchase Order	Enter order using Dealer's account number and standard Bretford pricing <ul style="list-style-type: none"> • If order comes direct enter TXMAS account # 24860
Code for State Sale	Enter code " TXMAS " in the Bid/quote window of the order header

Instructions to Sales Administration

Reporting Requirements	<ul style="list-style-type: none"> • Quarterly Sales Reporting txmas@tbpc.state.tx.us
Authorized Dealer Listing	Bretford representatives should notify Sales Administration <u>in writing</u> of any additions, deletions or changes.
Requests for Change	All requests for changes to the contract must be submitted in writing to the state Purchasing Officer: <ul style="list-style-type: none"> • Additions, deletions or changes to Authorized Dealers list • Requests to add or delete products • Requests for Price List changes

Sales Requirements

Literature	Maintain current binder set with authorized dealer listing in the state Purchasing Library.
State Show	Participate in at least one show per year.

Contacts

State Web site	http://www.tbpc.state.tx.us/
Purchasing Officer	Mr. Ted R. Maddy, CTPM Projects & Support Manager Texas Building & Procurement Commission 1711 San Jacinto Blvd. Austin, TX 78711
Bretford Representatives	Nathaniel Hawkins x229 Ginger Pool 979-242-2425 Ken Wodek x 738 Eric Nevenhoven x 736