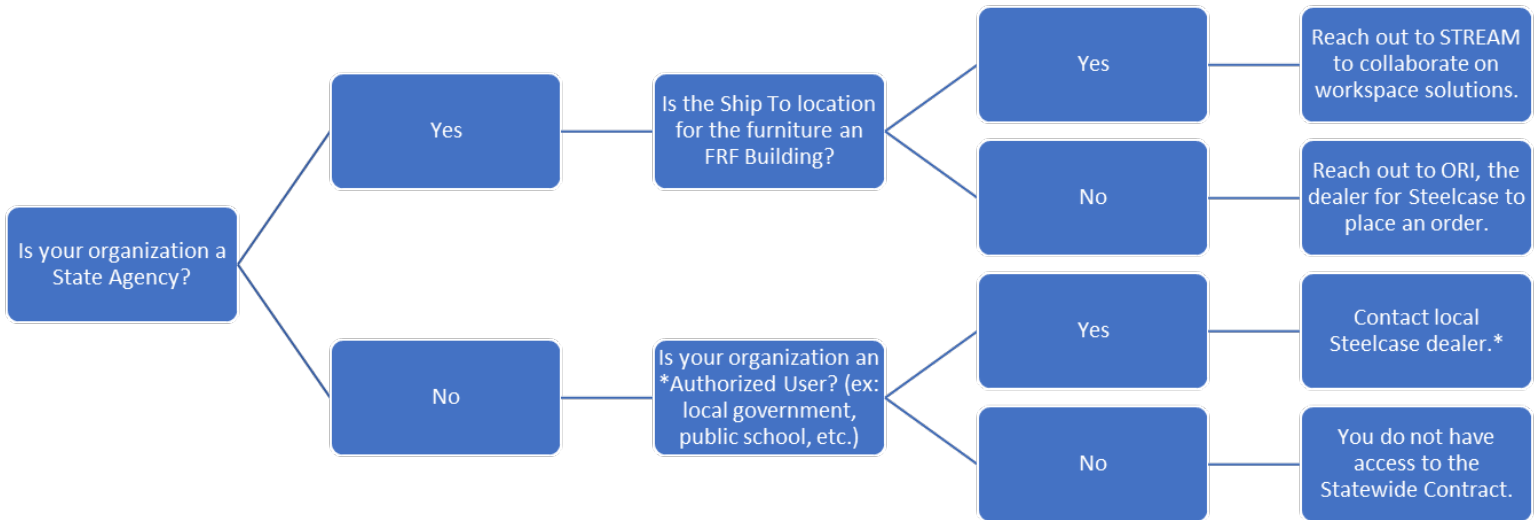


**SWC# 238 Office Furniture - Steelcase**  
**Contract Information and Usage Instructions**

**Contract Period:** This contract takes effect on September 6, 2024. The contract expires on January 21, 2028. There are no renewal options under this agreement.

**Summary/Background Information:** This is an agreement with the furniture manufacturer, Steelcase, through the [NASPO cooperative](#). The delivery and installation of all Steelcase products for the State of Tennessee will be performed by Office Resources Inc (ORI) who are authorized by the State under a separate Independent Dealer Agreement. Purchase orders shall be made to ORI unless otherwise directed by Steelcase. Before using this contract, please make sure to check the flow chart below for directions based on your organization. Non-State agency authorized users may find additional dealer contact information located on Page 3.



**State Contact Information**

**Contract Administrator:**

Will London  
Category Specialist  
Central Procurement Office  
(615) 532-1733  
[William.London@tn.gov](mailto:William.London@tn.gov)

**Vendor Contact Information:**

Company Name: Steelcase Inc  
Edison Contract Number: 84096  
Manufacturer Account Manager: Hunter Beyke  
Phone Number: (616) 495-4935  
Email: [lbeyke@steelcase.com](mailto:lbeyke@steelcase.com)  
Address: 901 44th Street SE,  
Grand Rapids, MI 49508

**Independent Dealer Contact Information:**

Company Name: Office Resources, Inc.

Edison Contract Number: 84359

Dealer Account Manager: Sara Clark

Phone Number: (931) 385-4449

Email: [stateofTN@oriusa.com](mailto:stateofTN@oriusa.com)

Address: 4020 Armory Oaks Drive, Nashville, TN 37204

**Usage Instructions:** This section contains information related to the Terms and Conditions (T&Cs) of the Participating Addendum. All documents are available on our website (<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html>)

**Discounts:** All discounts can be found on **Attachment C of the Master Agreement (Page 42-48)**. Pricing for delivery and installation can be found on Page 4 of this document.

**State of Tennessee Real Estate and Asset Management (STREAM):** STREAM is a division within the Department of General Services (DGS) that is responsible for the State's workplace planning. They handle all furniture requests for FRF buildings.

**FRF buildings:** Multitenant office buildings, such as the Tennessee Tower or Rachel Jackson building, where State agencies have offices. These are considered "open" to the public.

**Non-FRF buildings:** Facilities that are not open to the public such as prisons and warehouses.

**Quotes:** Contractor shall provide a quote within fifteen (15) business days or other agreed upon time frame upon receipt of request from the State.

**Order Confirmation:** Contractor shall provide acknowledgement, in writing, of receipt of a purchase order and placement of an order within two (2) business days of receipt of a purchase order.

**Delivery:** Standard delivery of all goods will be inside and ready for use, unless otherwise stated on the Authorized User's purchase order.

**Late Delivery:** In the event the Contractor fails to meet the agreed upon delivery date, the Contractor will provide temporary furniture at no additional cost to the Authorized User until the order has been fulfilled.

**Inspection and Acceptance:** If after a period of thirty (30) days following delivery of goods or performance of services the State does not provide a notice of any Defects, the goods or services shall be deemed to have been accepted by the State.

**Billing and Payment Instructions:** Net 45

**Asset and Inventory Management:** All assets belonging to the State of TN will follow VAM Surplus guidelines as appropriate for disposition.

**Authorized Users:** This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies. The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"):

- a. all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b. Tennessee local governmental agencies;
- c. members of the University of Tennessee or Tennessee Board of Regents systems;
- d. any private nonprofit institution of higher education chartered in Tennessee; and,
- e. any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3), as amended, and which contracts with the Department of Mental Health and Substance Abuse to provide services to the public (Tenn. Code Ann. § 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to their own procurement policies and procedures. The State is not responsible or liable for the transactions between the Contractor and Authorized Users.

### **Additional Tennessee based Steelcase dealers for Non-State Agency purchases**

**Central & Northern TN Dealer:**

Company Name: Office Resources, Inc.  
Dealer Account Manager: Sara Clark  
Phone Number: (931) 385-4449  
Email: [stateofTN@oriusa.com](mailto:stateofTN@oriusa.com)

Address: 4020 Armory Oaks Drive  
Nashville, TN 37204

**Western TN Dealer:**

Company Name: ImageWorks  
Dealer Account Manager: Kevin Yates  
Phone Number: (901) 360-8899  
Email: [kevin@imageworksci.com](mailto:kevin@imageworksci.com)

Address: 6075 Poplar Ave, Ste 375  
Memphis, TN 38119

**Eastern TN Dealer:**

Company Name: Workspace Interiors  
Dealer Account Manager: Mindy Landry  
Phone Number: (865) 567-2548  
Email: [mlandry@workspaceinteriors.com](mailto:mlandry@workspaceinteriors.com)

Address: 618 N. Broadway  
Knoxville, TN 37917

Address: 200 E Main Street, Ste 300  
Kingsport, TN 37660

Address: 700 Market St.  
Chattanooga, TN 37402