

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

**Contract Period:** SWC 238 is a three year contract with two one-year options to renew.

Contract Begin Date: September 1, 2019

Initial End Date: August 31, 2022

Final End Date: August 31, 2024

**Summary/Background Information:** SWC 238 was created to establish a single source of office furniture. This includes: new freestanding moveable work stations of the open office systems furniture type consisting of connecting panels and attachable components, tables and chairs; casegoods; and including all customer service, installation, and design services.

**State Contact Information:**

**Contract Administrator**

Caroline Ballinger

Category Specialist

Central Procurement Office

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**Additional State Contract**

James Vallone

Category Specialist

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**Vendor Contact Information:**

Nashville Office Interiors  
Edison Contract Number: 64063  
Vendor Number: 91567  
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**Usage Instructions:**

This is a catalog contract. Please see the chart for the item description, catalog, and discount.

Haworth Catalogs can be found at the following website:

<https://www.haworth.com/home>

National Office Furniture can be found on the following website:

<https://www.nationalofficefurniture.com/>

**Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please click on the link on the following page:

<https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

**Miscellaneous Information:**

There are no returns after purchase.