



City of Ketchum

PROCUREMENT MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Summary of Procurement Process:

Bidder	Bid Price
freeform	\$28,269.51 (includes 4 workstations, totaling \$15,726.47, in bid price)
HB Workplaces Sprague Studios	\$23,874.23 (only includes 2 workstations, totaling \$11,106.24 in bid price)
Interior Solutions	Incomplete bid

Low Bid Contractor	Bid Price	Budget Account/Number
freeform	\$28,269.51	01-4193-9930

Background (if necessary):

- With the addition of two new positions (Senior Project Manager and Administrative Services Specialist) the city lacks necessary workspace for staff, requiring the addition of furniture to accommodate existing and new current and future staffing.
- Furniture will provide semi-private office space on the second floor for Community Engagement Manager and Community Engagement Coordinator, and open office space for three Community Service Officers and new Administrative Services Specialist.
- Furniture package matches previous purchase from freeform in reception area.
- Staff was able to reduce pricing with freeform by eliminating installation fee. However, due to short staffing and snow removal requirements in the Facilities Division, the city does not have the resources available to install the furniture.

Sustainability Impact:

Attachments:

1. Freeform Quotation #18282-49906
2. Purchase Order #24049



Ketchum City Hall

CUSTOM DESIGN PROPOSAL

Date: 11/22/2023

Prepared For: Lisa Enourato

Quote Number: 18282-49906

Valid For 30 Days

Prepared by: Phil Ruebel

Confidential

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Project Scope

Bill To

Ketchum City Hall
 Ketchum City Hall
 191 5th St W
 Ketchum, ID 83340

Install To

Ketchum City Hall
 Ketchum City Hall
 191 5th St W
 Ketchum, ID 83340

Project Investment

Project Total	\$28,269.51
Tax (8%)	\$0.00
Grand Total	\$28,269.51

Payment Schedule

50% Deposit/Net 30

50% Deposit Due at Signing	\$14,134.76
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Price Summary by Phase

Option	Phase / TAG	Price	Tax	Total
Ketchum Workstations Final 11.22.23	#O_2 Workstations	\$6,878.83	\$0.00	\$6,878.83
	#G_4 Workstations	\$15,726.47	\$0.00	\$15,726.47
	Freight	\$0.00	\$0.00	\$0.00
	Installation and Services	\$4,760.00	\$0.00	\$4,760.00
	Installation	\$0.00	\$0.00	\$0.00
	Design	\$0.00	\$0.00	\$0.00
	Delivery Charges	\$0.00	\$0.00	\$0.00
	Service Fees Design - Project Management	\$904.21	\$0.00	\$904.21
		\$28,269.51	\$0.00	\$28,269.51
Grand Total		\$28,269.51	\$0.00	\$28,269.51

Freeform (Formerly BII)
 176 S Capitol Blvd
 Boise, ID 83702
 Phone: (208) 384-5050
 http://www.FreeformSpaces.com



QUOTATION

18282-49906

VALID UNTIL 12/22/2023

BILL TO

Ketchum City Hall
 Ketchum City Hall
 191 5th St W
 Ketchum, ID 83340

INSTALL TO

Ketchum City Hall
 Ketchum City Hall
 191 5th St W
 Ketchum, ID 83340

Salesperson
 Phil Ruebel


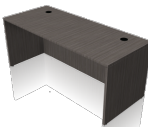


Payment Terms
 50% Deposit/Net 30

DELIVER TO

Ketchum City Hall
 Ketchum City Hall
 191 5th St W
 Ketchum, ID 83340

Ketchum Workstations Final 11.22.23

#0_2 Workstations

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
1	4.00	EA	H10501 / 10500 Series3/4 Height Ped Box/File 15-5/8W x 2	\$302.15	\$1,208.60
			 OPTIONS \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .PINC Pinnacle (Select Grade 1 Laminate Finish)		
2	2.00	EA	H10561 / 10500 Series Return Shell 29-1/2H x 48W x 24D	\$302.62	\$605.24
			 OPTIONS \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .PINC Pinnacle (Select Top Laminate Color) PINC Pinnacle (Select Chassis Laminate Color)		
3	2.00	EA	H10592 / 10500 Series Desk Shell 72W x 30D x 29-1/2H	\$440.85	\$881.70
			 OPTIONS \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .PINC Pinnacle (Select Top Laminate Color) PINC Pinnacle (Select Chassis Laminate Color)		
4	1.00	EA	VZAL-5800 / Compose, Vertical Light Block, 58in	\$2.76	\$2.76
					
5	3.00	EA	VZCE-5800-A / Compose,Panel Trim,End-Of-Run 58In.H, Alum	\$103.64	\$310.92
			 OPTIONS TR-G Gray Tone Grd A (Edge Trim Color)		


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#O_2 Workstations

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
6	1.00	EA	VZCT-5800-A / Compose,Connector Trim,Corner,3-Way 58In.H, Alum OPTIONS TR-G Gray Tone Grd A (Edge Trim Color) TR-G Gray Tone Grd A (Top Trim Color A)	\$182.65	\$182.65
7	2.00	EA	VZSG-1254-1S4 / Compose,Topper, 1/4" Glass 12In.H X 54In.W, Standard OPTIONS SK-1C Clear Grd A (Surface Color 1A)	\$197.85	\$395.70
8	2.00	EA	VZSG-1260-1S4 / Compose,Topper, 1/4" Glass 12In.H X 60In.W, Standard OPTIONS SK-1C Clear Grd A (Surface Color 1A)	\$208.21	\$416.42
9	2.00	EA	VZST-0054-A4 / Compose,Bottom Rail Kit,Frameless Topper 54In.W, Alum OPTIONS TR-G Gray Tone Grd A (Trim Color 1A)	\$97.36	\$194.72
10	2.00	EA	VZST-0060-A4 / Compose,Bottom Rail Kit,Frameless Topper 60In.W, Alum OPTIONS TR-G Gray Tone Grd A (Trim Color 1A)	\$102.34	\$204.68
11	2.00	EA	VZFF-5854-NNBNNR / Compose, Frm,58Hx54W,Bs NoPwr,BsTrm/NoBsTrm,No Blt Pwr,Std OPTIONS TR-G Gray Tone Grd A (Edge Trim Color) TR-G Gray Tone Grd A (Base Trim Color A)	\$141.49	\$282.98
12	2.00	EA	VZTI-4854-FNC / Compose,Single Tile,48In.HX54In.W,Fabric/Tackable,Std Core,No Tech OPTIONS (33) Camp Grd B (Surface Color 1A) 33-TE Tent Grd B (Surface Color 1A)	\$156.35	\$312.70
13	2.00	EA	VZTI-5654-DNN / Compose,Single Tile,56In.HX54In.W,Laminate,Std Core,No Tech OPTIONS H-KL Neo Walnut Grd B (Surface Color 1A) HP-KL Neo Walnut Grd A (Edge Trim Color)	\$441.29	\$882.58
14	2.00	EA	VZFF-5860-NNBNNR / Compose, Frm,58Hx60W,Bs NoPwr,BsTrm/BsTrm,No Blt Pwr,Std OPTIONS TR-G Gray Tone Grd A (Edge Trim Color) TR-G Gray Tone Grd A (Base Trim Color A) TR-G Gray Tone Grd A (Base Trim Color B)	\$162.15	\$324.30

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#O_2 Workstations

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
15	4.00	EA	VZTI-4860-FNC / Compose,Single Tile,48In.HX60In.W,Fabric/Tackable,Std Core,No Tech	\$168.22	\$672.88
					
OPTIONS					
(33) Camp Grd B (Surface Color 1A)					
33-TE Tent Grd B (Surface Color 1A)					

#G_4 Workstations

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
16	1.00	EA	4450-2101,TR-00G / TOUCH UP PAINT BTL W/BRUSH, SVC PART	\$34.97	\$34.97
17	6.00	EA	7761-4402 / COMPOSE PANEL ALIGNER PINS, SVC PART	\$10.50	\$63.00
18	4.00	EA	JPAH-24-T3 / X Series,Pedestal,Attached,B/B/F,24"D,LamDrwFrnt, Lam Lkrl,Taper Pull	\$489.55	\$1,958.20
OPTIONS					
TR-G Gray Tone Grd A (Case Color)					
H-KL Neo Walnut Grd B (Drawer Front Color 1A)					
HP-KL Neo Walnut Grd A (Drawer Front Edge Color)					
LR-BP Chrome Grd A (Lock Color)					
19	4.00	EA	Haworth Key Set / HW,Lock Set, Keyed Alike,Lock Plug And Key, Qty Of 1	\$0.00	\$0.00
					
OPTIONS					
LX-BP Chrome Grd A (Lock Color)					
20	8.00	EA	VZAL-5800 / Compose, Vertical Light Block, 58in	\$2.76	\$22.08
					
21	2.00	EA	VZCC-0024-A / Compose,Top Trim 24In.W,Alumn	\$38.96	\$77.92
					
OPTIONS					
TR-G Gray Tone Grd A (Top Trim Color A)					
22	12.00	EA	VZCC-0030-A / Compose,Top Trim 30In.W,Alumn	\$42.26	\$507.12
					
OPTIONS					
TR-G Gray Tone Grd A (Top Trim Color A)					

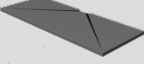





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#G_4 Workstations

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
23	4.00	EA	VZCC-0036-A / Compose,Top Trim 36In.W,Alumn OPTIONS TR-G Gray Tone Grd A (Top Trim Color A)	\$45.55	\$182.20
24	2.00	EA	VZCC-0048-A / Compose,Top Trim 48In.W,Alumn OPTIONS TR-G Gray Tone Grd A (Top Trim Color A)	\$52.13	\$104.26
25	6.00	EA	VZCE-5800-A / Compose,Panel Trim,End-Of-Run 58In.H, Alum OPTIONS TR-G Gray Tone Grd A (Edge Trim Color)	\$103.64	\$621.84
26	4.00	EA	VZCL-5800-A / Compose,Connector Trim,Corner,2-Way 58In.H, Alum OPTIONS TR-G Gray Tone Grd A (Edge Trim Color) TR-G Gray Tone Grd A (Top Trim Color A)	\$212.29	\$849.16
27	2.00	EA	VZCT-5800-A / Compose,Connector Trim,Corner,3-Way 58In.H, Alum OPTIONS TR-G Gray Tone Grd A (Edge Trim Color) TR-G Gray Tone Grd A (Top Trim Color A)	\$182.65	\$365.30
28	1.00	EA	VZCX-5800-A / Compose,Connector Trim,Corner,4-Way 58In.H, Alum OPTIONS TR-G Gray Tone Grd A (Top Trim Color A)	\$129.44	\$129.44
29	4.00	EA	WURA-2448-LJSA / Worksurface, Rect,24Dx48W,Lam,Edgeband,Std Core,Notched OPTIONS H-KL Neo Walnut Grd B (Worktop Surface Color) HP-KL Neo Walnut Grd A (Worktop Edge Color-Users Edge)	\$173.65	\$694.60






Ketchum Workstations Final 11.22.23

#G_4 Workstations

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
30	4.00	EA	 WURA-2460-LJSA / Worksurface, Rect,24Dx60W,Lam,Edgeband,Std Core,Notched OPTIONS H-KL Neo Walnut Grd B (Worktop Surface Color) HP-KL Neo Walnut Grd A (Worktop Edge Color-Users Edge)	\$204.09	\$816.36
31	2.00	EA	 ZZBA-0000-PL / Side/Corner Bracket,LH	\$8.41	\$16.82
32	2.00	EA	 ZZBA-0000-PR / Side/Corner Bracket,RH	\$8.41	\$16.82
33	6.00	EA	 ZZBD-1600-CP / Compose,Cntlvr Brkt,, Standard,16In.D,Painted,Bh OPTIONS TR-G Gray Tone Grd A (Bracket Color)	\$65.31	\$391.86
34	4.00	EA	ZZBD-1600-CR / Compose,Cntlvr Brkt,, Standard,16In.D,Painted,RH OPTIONS TR-G Gray Tone Grd A (Bracket Color)	\$34.62	\$138.48
35	2.00	EA	 VZFF-5824-NNBBNR / Compose, Frm,58Hx24W,Bs NoPwr,BsTrm/BsTrm,No Blt Pwr,Std OPTIONS TR-G Gray Tone Grd A (Edge Trim Color) TR-G Gray Tone Grd A (Base Trim Color A) TR-G Gray Tone Grd A (Base Trim Color B)	\$104.65	\$209.30
36	4.00	EA	 VZTI-4824-FNN / Compose,Single Tile,48In.HX24In.W,Fabric/Tackable,Std Core,No Tech OPTIONS (33) Camp Grd B (Surface Color 1A) 33-TE Tent Grd B (Surface Color 1A)	\$97.00	\$388.00



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#G_4 Workstations

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
37	4.00	EA	VZFF-5830-NNBBNR / Compose, Frm,58Hx30W,Bs NoPwr,BsTrm/BsTrm,No Blt Pwr,Std	\$112.77	\$451.08
			OPTIONS TR-G Gray Tone Grd A (Edge Trim Color) TR-G Gray Tone Grd A (Base Trim Color A) TR-G Gray Tone Grd A (Base Trim Color B)		
38	8.00	EA	VZTI-4830-FNN / Compose,Single Tile,48In.HX30In.W,Fabric/Tackable,Std Core,No Tech	\$108.87	\$870.96
			OPTIONS (33) Camp Grd B (Surface Color 1A) 33-TE Tent Grd B (Surface Color 1A)		
39	8.00	EA	VZFF-5830-NNBBNR / Compose, Frm,58Hx30W,Bs NoPwr,BsTrm/NoBsTrm,No Blt Pwr,Std	\$105.12	\$840.96
			OPTIONS TR-G Gray Tone Grd A (Edge Trim Color) TR-G Gray Tone Grd A (Base Trim Color A)		
40	8.00	EA	VZTI-4830-FNN / Compose,Single Tile,48In.HX30In.W,Fabric/Tackable,Std Core,No Tech	\$108.87	\$870.96
			OPTIONS (33) Camp Grd B (Surface Color 1A) 33-TE Tent Grd B (Surface Color 1A)		
41	8.00	EA	VZTI-5630-DNN / Compose,Single Tile,56In.HX30In.W,Laminate,Std Core,No Tech	\$260.69	\$2,085.52
			OPTIONS H-KL Neo Walnut Grd B (Surface Color 1A) HP-KL Neo Walnut Grd A (Edge Trim Color)		
42	4.00	EA	VZFF-5836-NNBBNR / Compose, Frm,58Hx36W,Bs NoPwr,BsTrm/NoBsTrm,No Blt Pwr,Std	\$113.25	\$453.00
			OPTIONS TR-G Gray Tone Grd A (Edge Trim Color) TR-G Gray Tone Grd A (Base Trim Color A)		
43	4.00	EA	VZTI-4836-FNC / Compose,Single Tile,48In.HX36In.W,Fabric/Tackable,Std Core,No Tech	\$120.74	\$482.96
			OPTIONS (33) Camp Grd B (Surface Color 1A) 33-TE Tent Grd B (Surface Color 1A)		
44	4.00	EA	VZTI-5636-DNN / Compose,Single Tile,56In.HX36In.W,Laminate,Std Core,No Tech	\$305.84	\$1,223.36
			OPTIONS H-KL Neo Walnut Grd B (Surface Color 1A) HP-KL Neo Walnut Grd A (Edge Trim Color)		

Ketchum Workstations Final 11.22.23

#G_4 Workstations

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
45	2.00	EA	VZFF-5848-NNBBNR / Compose, Frm,58Hx48W,Bs NoPwr,BsTrm/BsTrm,No Blt Pwr,Std	\$141.01	\$282.02
			 OPTIONS TR-G Gray Tone Grd A (Edge Trim Color) TR-G Gray Tone Grd A (Base Trim Color A) TR-G Gray Tone Grd A (Base Trim Color B)		
46	4.00	EA	VZTI-4848-FNC / Compose,Single Tile,48In.HX48In.W,Fabric/Tackable,Std Core,No Tech	\$144.48	\$577.92
			 OPTIONS (33) Camp Grd B (Surface Color 1A) 33-TE Tent Grd B (Surface Color 1A)		

Freight

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
47	1.00	EA	Freight / Freight Charges	\$0.00	\$0.00

Installation

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
48	1.00	EA	Installation / Installation During Normal Business Hours	\$0.00	\$0.00

Installation and Services

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
49	1.00	EA	Installation and Services / Installation and Services During Normal Business Hours	\$4,760.00	\$4,760.00

Design

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
50	1.00	EA	Design / Design Time	\$0.00	\$0.00

Delivery Charges

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
51	1.00	EA	Delivery Charges / Delivery During Normal Business Hours	\$0.00	\$0.00

Service Fees | Design - Project Management

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
52	1.00	EA	Service Fees Design - Project Management	\$904.21	\$904.21

Freeform (Formerly BII)
176 S Capitol Blvd
Boise, ID 83702
Phone: (208) 384-5050
<http://www.FreeformSpaces.com>



QUOTATION

18282-49906

VALID UNTIL 12/22/2023

Ketchum Workstations Final 11.22.23

CUSTOMER SIGN OFF

subtotal	\$28,269.51
sales tax	\$0.00
total	\$28,269.51

Authorized Signature

Accepted Date

Print Name

TERMS AND CONDITIONS

AGREEMENT IN WRITING

The following terms and conditions represent the full statement of agreement between Buyer and Seller. Any amendments to these terms must be in writing and signed by an officer of Freeform.

PAYMENT TERMS

1. Acceptance of delivery constitutes acceptance of the merchandise as delivered
2. Freeform payment terms are:
Orders \$10K+ 50% NET 45
 - a. Deposit: 50% deposit prior to order entry
 - b. Net 45:
 - a. Product invoiced 45 calendar days after order placement, or upon receipt of product in full (either at BII/Freeform warehouse or at customer site for drop ship orders), whichever is sooner
 - b. Due 30 days after invoice date (75 days after order placement)
 - c. Labor/Installation will be billed upon project completion
 - c. **Multi-Phase Projects - Progress Payments:**
 - a. Orders will be placed separately based on installation schedule
 - b. Product billed 45 days after order placement, or upon receipt of product in full (either at BII/Freeform warehouse or at customer site for drop ship orders), whichever is sooner
 - c. Due 30 days after invoice date
 - d. Labor/Installation will be billed upon phase completion
 - e. If project is delayed due to Customer schedule changes, invoices will continue to be processed as above and storage fees will apply for product received and stored* (See Storage fees below in **Delivery and Installation item 5. Storage**)
- Orders less than \$10K**
 - a. Due upon receipt of purchase order, signed quote, or any other request to order.
 - b. Orders will not be placed until full payment has been made.
3. **Credit card payments**
 - a. **A 3% fee will be passed along to buyer on ALL credit card transactions**
4. No payment shall be withheld on any invoice because of partial delivery of the entire order.
5. Punch list items to be resolved are treated as separate orders and do not remove the Buyer's obligation to remit payment per project terms
6. **Finance Charge for Late Payments**
 - a. The buyer agrees to pay a finance charge of 1-1/2 percent (1.5%) per month at the annual percentage rate of 18 percent (18%) on all delinquent invoices as well as expenses, attorney fees and court costs which seller incurs by reason of buyer's default.
7. In the event that special materials, fabrics or services (such as COM, COL, etc.) must be ordered by the seller from a secondary vendor for delivery to the primary vendor, the buyer will consider such materials, fabrics or services acceptable for purposes of payment at the time of delivery to the primary vendor.
8. Title passes to buyer at Seller's warehouse location or Buyer's site, whichever is first.

RETURN GOODS. All merchandise, stock or otherwise, are considered a Final Sale. All products are made to customer specifications and agreed upon prior to order being placed, therefore they are not able to be returned to the manufacturer or Business Interiors of Idaho. Only orders placed in error (differing from specifications on signed quote) by Business Interiors of Idaho will be accepted for return.

TAXES. Prices may not include applicable sales, use, excise or any other tax. Any applicable taxes will be added to prices at time of invoicing and the buyer agrees to pay same. Buyers exempt from taxes will furnish Certificate of Exemption at time of execution of this agreement.

FREIGHT. Freight charges, if applicable, are invoiced separately. Freight charges for all regular Haworth orders are included.

CANCELLATION AND CHANGES. Office furniture is made to order. In the event that this proposal is accepted (confirmed) by the buyer and becomes an order, it is understood and agreed that it cannot be cancelled except by mutual consent.

The seller's order confirmation is final and binding and any subsequent changes are subject to seller's ability to conform and are dependent upon factory approval. Changes in quantity or specifications are subject to approval by seller and manufacturer. Resulting additional charges from the manufacturer shall be paid by the buyer with a 50% deposit. All requests for changes in quantity or specification shall be delivered to the seller in writing.

DELIVERY AND INSTALLATION. In the event that delivery and/or installation is required as a part of this proposal, the following provisions shall apply, unless otherwise stated in the body of the proposal.

1. **Condition of Job Site** - The site shall be clean, clear and free of debris prior to installation.
 - a. Premises shall be in readiness to receive goods. Installation will be into an unoccupied space, free and clear of all construction trades, materials and other obstructions. All paneling, painting, ceiling and carpet work will be completed or substantially done, so as not to cause delays to the installation. Carpet must be cleaned or vacuumed and floors to be broom cleaned and free of debris prior to placement of furniture. In the event that an area scheduled for installation is determined by Freeform not to be ready, additional charge of at hourly rate of \$75/man hour will be applicable if buyer requests installation to proceed as scheduled.
 - b. Site or area unreadiness, which results in a disruption of the installation schedule will result in additional charge of at

- hourly rate of \$75/man hour for additional work required to complete installation.
- c. Doorways, opening and elevators will be of sufficient size and carrying capacity to permit delivery of goods without dismantling, knocking down, hoisting or lowering.
 - d. Any special handling of furniture necessitated by site conditions, such as hand carrying to designated floors or double handling, will be charged in addition, at hourly rate of \$75/man hour.
- 2. Job Site Services** - Electric current, heat, hoisting and/or elevator service will be furnished without charge to seller. Adequate facilities for off-loading, staging, moving and handling of merchandise shall be provided.
- 3. Special Packaging and Handling** - If special handling is required that is not contained in the specifications, it will be subject to extra charge.
- 4. Delivery During Normal Business Hours** - Delivery and installation will be made during normal working hours (7 a.m. – 4p.m. M-F) by non-union or union personnel (as quoted). Additional labor costs resulting from overtime work performed at the buyer's request will be paid by the buyer.
- 5. Storage**
- a. Seller will store product free of charge until Installation date
 - i. If construction schedules change the date of installation storage will be charged to the Buyer at the rate of \$75 per pallet location per month.
 - ii. If inadequate site conditions are provided by the Buyer [Item 1, Conditions of Job site] that change the date of installation, storage will be charged to the Buyer at the rate of \$75 per pallet location per month.
 - iii. If the Buyer requests a change of installation date after the order has been placed, storage will be charged to the Buyer at the rate of \$75 per pallet location per month.
 - b. Provided the merchandise does not arrive at the site earlier than the date requested, safe and adequate storage will be provided by the buyer.
 - c. If the space provided is inadequate and requires excessive sorting or storage costs, such excess cost will be reimbursed by the buyer. Labor will be billed at \$75 per man hour and storage costs will be charged at \$75 per pallet location.
 - d. If the space provided is inconveniently located or on another floor, the extra cost of transporting to and from storage will be reimbursed by the buyer. Labor will be billed at \$75 per man hour.
 - e. If the merchandise must be moved due to progress of other trades or other reason, additional charges will apply, and a change order will be issued. Labor will be billed at \$75 per man hour
- 6. Erection and Assembly**
- a. Seller's ability to erect or assemble furniture knocked-down or to permanently attach, affix, or bolt in place movable furniture is dependent on jurisdictional agreements. If trade regulations enforced at the time of installation require the use of tradesmen at the site other than the seller's own installation personnel, resulting additional costs will be paid by buyer.
 - b. All furniture ordered will be installed according to manufacturer's specifications and client approved floorplans.
 - c. Installation will include placing product only once in new premises in accordance with plan specifications or adequate personal directions from the buyer.
 - d. Changes to the furniture layout which result in additional labor will be charged in addition at hourly labor rates to the buyer. Any modification to installation plans or drawings must be submitted in writing by the buyer. Any resulting charges must be agreed upon in writing prior to beginning work.
 - e. Any special cutting or modification to furniture required because of site conditions or requested at the time of installation and any special brackets or hardware needed, but not supplied by the manufacturer will be provided by Freeform. and charged, in addition, at hourly rates plus materials.
 - f. Freeform. will remove all furniture debris directly related to the above specified furniture, dispose of said debris away from the site and otherwise make the installation ready for occupancy.
 - g. Freeform. will clean all furniture including interiors of overheads, files and pedestals one time. If construction or other trades are in the area, cleaning will not be performed. Freeform. cannot be responsible for cleaning carpet or hard floors.
 - h. Minor nicks and scratches on furniture received at the job site will be touched up at no additional charge to the buyer.
 - i. Any damage caused by other trades employed by the end user or the end user's contractor will be repaired or replaced and will a change order for time and materials will be issued to the end user or contractor prior to any repairs or replacements are made.
 - i. Any manufacturer warranty work will be provided according to stated warranty document, as long as warranty is in effect.
 - j. Electrical hook-up to the building supply is the responsibility of the buyer. Building hook-up or electrical work requiring a licensed and/or union electrician can be provided by Freeform. at an additional charge to the buyer.
 - k. All furniture, unless otherwise specified, will ship to Business Interiors of Idaho warehouse and will be scheduled for delivery.
- 7. Damage**
- a. All furniture will be inspected for freight damage at time of receipt. All damages and shortages will be noted and freight claims filed by Freeform., unless otherwise stated.
 - b. After arrival at the site, any loss or damage by weather, other trades such as painting or plastering, fire or other elements, shall be the responsibility of the buyer and the buyer agrees to hold the seller harmless from loss for such reasons.
- 8. Insurance** - Public Liability, Workmen's Compensation, Property Damage, Automotive and Occupational Disease insurance are carried by the seller and certificates will be delivered upon request. Fire, Tornado, Flood and other insurance at the site will be provided and paid for by the buyer.
- 9. Miscellaneous**
- a. A grace period of one hour will be allowed for the arrival of direct shipments to the site. Freeform. cannot be held responsible for manufacturer or common carrier delays. Freeform., in the event the delay is factory or carrier related, will make their best effort to recover all losses from these vendors and reimburse buyer's additional charges.
 - b. Following completion of the installation, Freeform. will participate in generating a punch list, touch-ups, replacement of damaged parts and minor adjustments needed.

CHANGE ORDERS

Changes in order quantity, specification and/or schedule must be delivered to Seller in writing and are subject to approval by Seller and



manufacturer. Any resulting increased cost will be borne by the Buyer.

SCHEDULE CHANGES

In the event of Buyer's inability to receive goods as scheduled, Seller will arrange for storage of goods, if required. Costs of double handling, storage & insurance will be passed onto Buyer. These costs are calculated at \$75 per total man hour, or portion thereof in 15 minute increments. In the event that goods must be stored beyond agreed upon installation date Seller will invoice materials as though delivered to Buyer, and Buyer will be charged storage fees at the rate of \$75 per pallet location per month or portion thereof. Buyer may withhold any installation charges of such invoiced amount pending actual delivery of installation as called for by the order.

CLAIMS. Claims for transportation damage or shortage will be prosecuted by the seller and damaged merchandise will be repaired to the satisfaction of the buyer or merchandise replaced. In the case of "Direct Ship" orders, the buyer is required to retain for the seller: (1) damaged merchandise (2) original shipping carton(s) (3) delivery document signed by the carrier representative noting damage or shortage.

DELAYS. In the event that construction delays or other causes not within seller's control force postponement of delivery or of the installation, the furnishings will be stored until delivery or installation (See Section 5, Delivery & Installation) can be resumed and will be considered accepted by the buyer for the purposes of payment. In such event, the buyer shall reserve the right to withhold quoted charges for Installation & Delivery (for 60 days maximum) against the completion of the contract. Transfer and storage charges incurred shall be paid by the buyer

after 10 days from receipt of goods for LTL (Less than Truck Load) orders. On truckload orders, or greater, storage charges will be incurred after 14 days from receipt of goods.

DESIGN. All Freeform. designed proposals, including space plans, color schemes, drawings, blue prints and presentation boards are the exclusive property of Freeform. and use of them by other parties is prohibited until a contract is consummated.

NO OTHER AGREEMENTS. There are no other agreements expressed or implied other than those specified herein and those set forth in the agreement, proposal or sales order, specifications or delivery and installation schedules. The terms and conditions set forth herein and in the above-mentioned documents may not be varied except upon the written approval of both buyer and seller.

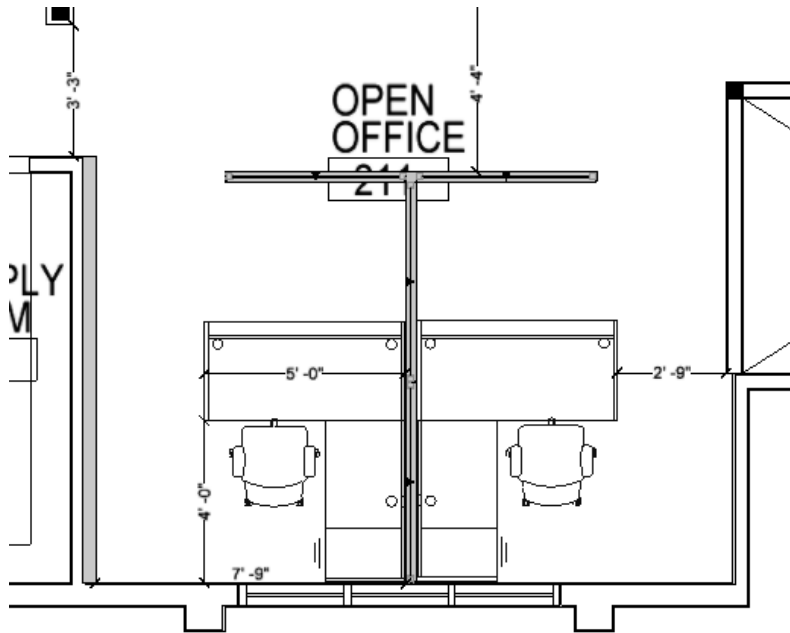
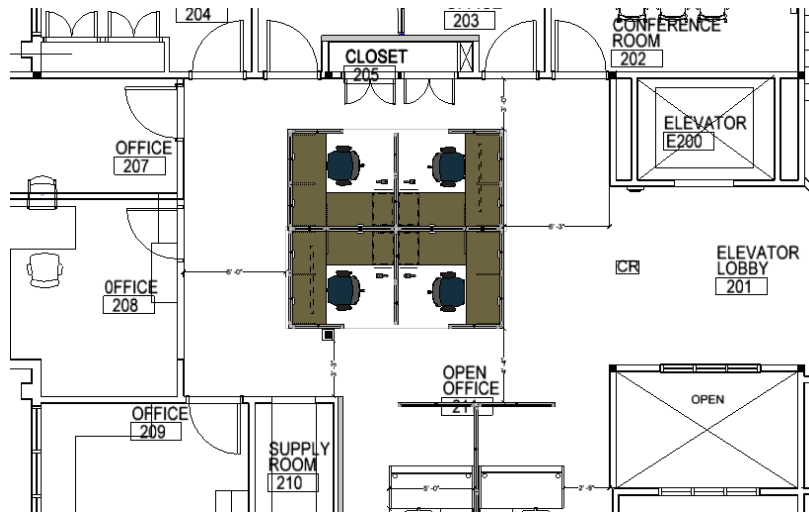
ACCEPTED BY:

Client: _____

Proposal(s): _____

Client Signature

Freeform





CITY OF KETCHUM
 PO BOX 2315 * 191 5TH ST. * KETCHUM, ID 83340
 Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER
 BUDGETED ITEM? ___ Yes ___ No

PURCHASE ORDER - NUMBER: 24049

To: 1514 FREEFORM 176 SOUTH CAPITOL BLVD. BOISE ID 83702	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
11/28/2023	KCHOMA	KCHOMA		0	

Quantity	Description	Unit Price	Total
1.00	CUTY HALL OFFICE FURNITURE 01-4193-9930	28,269.51	28,269.51
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		28,269.51

 Authorized Signature