



Ketchum City Hall

CUSTOM DESIGN PROPOSAL

Date: 8/2/2021

Prepared For: Jade Riley

Quote Number: 10644-38387

Valid For 19 Days

Prepared by: Phil Ruebel

Confidential

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Project Scope

Bill To

Ketchum City Hall
 Remodel
 North, 480 East Ave
 Ketchum, ID 83340

Project Investment

Project Total	\$34,873.32
Tax (0%)	\$0.00
Grand Total	\$34,873.32

Install To

Ketchum City Hall
 Remodel
 North, 480 East Ave
 Ketchum, ID 83340

Payment Schedule

Per Contract

Price Summary by Phase

Option	Phase / TAG	Price	Tax	Total
Ketchum City Hall	MTG 303-OPT.01	\$6,400.61	\$0.00	\$6,400.61
	REC 119	\$4,355.03	\$0.00	\$4,355.03
	MTG 106	\$11,417.18	\$0.00	\$11,417.18
	CONF 104	\$6,400.61	\$0.00	\$6,400.61
	Freight	\$0.00	\$0.00	\$0.00
	Installation	\$5,400.00	\$0.00	\$5,400.00
	Design	\$899.89	\$0.00	\$899.89
	Delivery Charges	\$0.00	\$0.00	\$0.00
		\$34,873.32	\$0.00	\$34,873.32
Grand Total		\$34,873.32	\$0.00	\$34,873.32

Business Interiors of Idaho
 176 S Capitol Blvd
 Boise, ID 83702
 Phone: (208) 384-5050
 http://www.biispaces.com/



QUOTATION

10644-38387

VALID UNTIL 8/21/2021

BILL TO

Ketchum City Hall
 Remodel
 North, 480 East Ave
 Ketchum, ID 83340

INSTALL TO

Ketchum City Hall
 Remodel
 North, 480 East Ave
 Ketchum, ID 83340

Salesperson
 Phil Ruebel

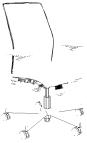
Payment Terms
 Per Contract

DELIVER TO

Ketchum City Hall
 Remodel
 North, 480 East Ave
 Ketchum, ID 83340

Ketchum City Hall

MTG 106

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
1	12.00	EA	HITLM / IGNITION 2 TASK LOW-BACK ILIRA BACK	\$265.72	\$3,188.64
			 <p>OPTIONS</p> <ul style="list-style-type: none"> .Y0 Simple Synchro-Tilt Control .F Arm: Fixed .H Hard Caster .IM Mesh: Black \$(1) Gr 1 Uph .DAPR Dapper--Color: Jewel 08 Suboption 01 .NL No Lumbar .SB Base: Standard Base .T Frame: Black 		
2	8.00	EA	WUAC-WSG / Casegoods, Grommet	\$7.38	\$59.04
3	8.00	EA	WORKSURFACE CUTS / GROMMET HOLES FOR JIVE TABLES	\$40.00	\$320.00
4	3.00	EA	TCRA-3060-LJSNCL4A / Jive,Tbl,Rect,Lam,30"x60",Eb3,Std,Co:none,C - Extruded,Cstr/Flip/Pwrrdy,29"h,Ptd	\$721.42	\$2,164.26
			<p>OPTIONS</p> <ul style="list-style-type: none"> H-KL Neo Walnut Grd B (Worktop Surface Color) HP-KL Neo Walnut Grd A (Worktop Edge Color-Users Edge) TR-K Charcoal Grd A (Base Color 1A) 		
5	5.00	EA	TCRA-3072-LJSNCL4A / Jive,Tbl,Rect,Lam,30"x72",Eb3,Std,Co:none,C - Extruded,Cstr/Flip/Pwrrdy,29"h,Ptd	\$754.41	\$3,772.05
			<p>OPTIONS</p> <ul style="list-style-type: none"> H-KL Neo Walnut Grd B (Worktop Surface Color) HP-KL Neo Walnut Grd A (Worktop Edge Color-Users Edge) TR-K Charcoal Grd A (Base Color 1A) 		

Ketchum City Hall

MTG 106

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
6	8.00	EA	TA0M-1360-LF / Planes,Modesty Panel,13InX60In,Lam,Full	\$121.19	\$969.52
			OPTIONS		
			H-KL Neo Walnut Grd B (Modesty Surface Color)		
			HP-KL Neo Walnut Grd A (Modesty Trim Color)		
7	1.00	EA	GAKD-1919-LJSNNC9 / Planes,Cart,Podium 46In.H X 19In.D X 19In.W,Lam,Std Core,Non-Locking,Casters	\$943.67	\$943.67
			OPTIONS		
			H-KL Neo Walnut Grd B (Case Color)		
			HP-KL Neo Walnut Grd A (Worktop Edge Color-Users Edge)		
			TR-K Charcoal Grd A (Trim Color)		
			TR-F Black Grd A (Caster\Glide Color)		

Ketchum City Hall / MTG 106


	SUBTOTAL
subtotal	\$11,417.18
sales tax	\$0.00
total	\$11,417.18

REC 119

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
8	2.00	EA	N93CSA / FRINGE,CLUB CHAIR,ARMS,STATIC	\$984.14	\$1,968.29
			OPTIONS		
			1 Grade 1 (UPHOLSTERY GRADE)		
			11510 Vessel Coast (PRIMARY UPH PATTERN COLOR)		
			462 Cinder (PAINT)		
9	2.00	EA	H10502 / 10500 Series Floorstdn Full Ht Ped B/B/F 15-5/8W x 22-3/4D	\$320.36	\$640.72
			OPTIONS		
			\$(L1STD) Grd L1 Standard Laminates (Select Laminate)		
			.PINC Lam: Pinnacle (Laminate Selection)		
10	2.00	EA	H105681 / 10500 Series Return Shell 29-1/2H x 41W x 24D	\$229.76	\$459.52
			OPTIONS		
			\$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color)		
			.PINC Lam: Pinnacle (Select Top Laminate Color)		
			PINC Lam: Pinnacle (Select Chassis Laminate Color)		
11	2.00	EA	H10592 / 10500 Series Desk Shell 72W x 30D x 29-1/2H	\$357.26	\$714.52
			OPTIONS		
			\$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color)		
			.PINC Lam: Pinnacle (Select Top Laminate Color)		
			PINC Lam: Pinnacle (Select Chassis Laminate Color)		

Ketchum City Hall




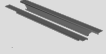

REC 119

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
12	1.00	EA	STP-W26-TF / Pip Table, 26H, Soft Glide, Wood	\$571.98	\$571.98
					
OPTIONS (VH) Walnut Hardwood (Vh) Grd C (Worktop Surface Color) VH-W35 Walnut Hardwood Grd C (Worktop Surface Color) TR-K Charcoal Grd A (Base Color 1A)					

Ketchum City Hall / REC 119

	SUBTOTAL
subtotal	\$4,355.03
sales tax	\$0.00
total	\$4,355.03

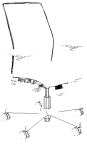
CONF 104

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
13	2.00	EA	TA01-JT12 / Planes,Conference,J-channel tray,12"W	\$4.78	\$9.56
					
14	2.00	EA	TACB-1200-4 / Planes,Column Base,12"W,28"H	\$410.82	\$821.64
					
15	8.00	EA	TACC-1200-PF4 / Planes,Column Cladding,Flat,Painted,12"W,29"H,Single piece	\$120.84	\$966.72
					
OPTIONS TR-K Charcoal Grd A (Base Color 1A)					
16	1.00	EA	TAJC-5000 / Planes,J-Channel,50"W	\$210.52	\$210.52
					
17	2.00	EA	TAPL-2712-SA / Planes,Column Plate,Square,27",Painted	\$350.40	\$700.80
					
OPTIONS TR-K Charcoal Grd A (Base Color 1A)					

Ketchum City Hall

CONF 104




LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
18	1.00	EA	TARX-54C0-LJSVBNNN / Planes,Top,Hex,Lam,54"x120",Eb3,Std,Co:1Sd/4 Opn/Lr,Col Str	\$1,034.17	\$1,034.17
			OPTIONS		
			H-KL Neo Walnut Grd B (Worktop Surface Color)		
			HP-KL Neo Walnut Grd A (Worktop Edge Color-Users Edge)		
19	10.00	EA	HITLM / IGNITION 2 TASK LOW-BACK ILIRA BACK	\$265.72	\$2,657.20
			OPTIONS		
			.Y0 Simple Synchro-Tilt Control		
			.F Arm: Fixed		
			.H Hard Caster		
			.IM Mesh: Black		
			\$(1) Gr 1 Uph		
			.DAPR Dapper--Color: Jewel		
			08 Suboption 01		
			.NL No Lumbar		
			.SB Base: Standard Base		
			.T Frame: Black		



Ketchum City Hall / CONF 104




		SUBTOTAL
subtotal		\$6,400.61
sales tax		\$0.00
total		\$6,400.61

MTG 303-OPT.01

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
20	2.00	EA	TA01-JT12 / Planes,Conference,J-channel tray,12"W	\$4.78	\$9.56
					
21	2.00	EA	TACB-1200-4 / Planes,Column Base,12"W,28"H	\$410.82	\$821.64
					
22	8.00	EA	TACC-1200-PF4 / Planes,Column Cladding,Flat,Painted,12"W,29"H,Single piece	\$120.84	\$966.72
			OPTIONS		
			TR-K Charcoal Grd A (Base Color 1A)		
					

Ketchum City Hall

MTG 303-OPT.01

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
23	1.00	EA	TAJC-5000 / Planes,J-Channel,50"W	\$210.52	\$210.52
					
24	2.00	EA	TAPL-2712-SA / Planes,Column Plate,Square,27",Painted	\$350.40	\$700.80
					
OPTIONS					
		TR-K	Charcoal Grd A (Base Color 1A)		
25	1.00	EA	TARX-54C0-LJSVBNNN / Planes,Top,Hex,Lam,54"x120",Eb3,Std,Co:1Sd/4 Opn/Lr,Col Str	\$1,034.17	\$1,034.17
OPTIONS					
		H-KL	Neo Walnut Grd B (Worktop Surface Color)		
		HP-KL	Neo Walnut Grd A (Worktop Edge Color-Users Edge)		
26	10.00	EA	HITLM / IGNITION 2 TASK LOW-BACK ILIRA BACK	\$265.72	\$2,657.20
					
OPTIONS					
		.Y0	Simple Synchro-Tilt Control		
		.F	Arm: Fixed		
		.H	Hard Caster		
		.IM	Mesh: Black		
		\$(1)	Gr 1 Uph		
		.DAPR	Dapper--Color: Jewel		
		08	Suboption 01		
		.NL	No Lumbar		
		.SB	Base: Standard Base		
		.T	Frame: Black		

Ketchum City Hall / MTG 303-OPT.01

	SUBTOTAL
subtotal	\$6,400.61
sales tax	\$0.00
total	\$6,400.61

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
27	1.00	EA	Freight / Freight Charges	\$0.00	\$0.00
28	1.00	EA	Installation / Installation During Normal Business Hours	\$5,400.00	\$5,400.00
29	1.00	EA	Design / Design Time	\$899.89	\$899.89
30	1.00	EA	Delivery Charges / Delivery During Normal Business Hours	\$0.00	\$0.00

Business Interiors of Idaho
176 S Capitol Blvd
Boise, ID 83702
Phone: (208) 384-5050
<http://www.biispaces.com/>



QUOTATION

10644-38387

VALID UNTIL 8/21/2021

Ketchum City Hall

CUSTOMER SIGN OFF

subtotal	\$34,873.32
sales tax	\$0.00
total	\$34,873.32

Authorized Signature

Accepted Date

Print Name

TERMS AND CONDITIONS OF SALE

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 Business Interiors of Idaho, Inc.

PAYMENT TERMS.

1. Acceptance of delivery constitutes acceptance of the merchandise as delivered
2. Business Interiors of Idaho, Inc. terms are:

Orders \$10K+ 50% NET 30

- a. Deposit: 50% deposit upon order entry
- b. Net 30: Net within 30 days of product receipt (either to Seller's warehouse or direct shipments to Buyer's site)

Orders less than \$10K

- a. Due upon receipt (either to Seller's warehouse or direct shipments to Buyer's site)
3. Credit card payments are acceptable, but all credit card fees will be passed along to buyer
 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. The buyer agrees to pay a finance charge of 1-1/2 percent per month at the annual percentage rate of 18 percent 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. This is F.O.B. shipping point, title passes to buyer at factory location.

RETURN GOODS. All merchandise, stock or otherwise, may be returned only with approved written authority by seller and may be subject to minimum 30% re-stocking charge plus freight and handling costs.

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 Business Interiors of Idaho, Inc not to be ready, additional charges may be applicable if buyer requests installation to proceed as scheduled.
- b. Site or area unreadiness, which results in a disruption of the installation schedule may result in additional charges
- 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 rates.

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 (8 a.m. – 3:30p.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 Space - Provided the merchandise does not arrive at the site earlier than the date requested, safe and adequate storage will be provided by the buyer. If the space provided is inadequate and requires excessive sorting or storage costs, such excess cost will be reimbursed by the buyer. 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. If the merchandise must be moved due to progress of other trades or other reason, additional charges may apply.

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 Business Interiors of Idaho, Inc. and charged, in addition, at hourly rates plus materials.
- f. Business Interiors of Idaho, Inc. 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. Business Interiors of Idaho, Inc. 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. Business Interiors of Idaho, Inc. 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 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 Business Interiors of Idaho, Inc. at an additional charge to the buyer.
- k. All furniture, unless otherwise specified, will ship to our warehouse and 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 Business Interiors of Idaho, Inc., 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. Business Interiors of Idaho, Inc. cannot be held responsible for manufacturer or common carrier delays. Business Interiors of Idaho, Inc., 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, Business Interiors of Idaho, Inc. will participate in generating a punch list of touch-up, replacement of damaged parts and minor adjustments needed.

CHANGE ORDERS. Changes in order quantity or specification 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 \$50 per total man hour, or portion thereof in 15 minute increments. In the event that goods must be stored beyond thirty (30) days Seller will invoice materials as though delivered to Buyer, and Buyer will be charged storage fees at the rate of \$1/sq ft per month. Buyer may withhold 10% 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 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 10% (for 60 days maximum) of the invoice amount of such shipments against the completion of the contract. Transfer and storage charges incurred shall be paid by the buyer after 10 days from receipt of goods LTL (Less than Truck Load) order. On truckload orders, or greater, storage charges will be incurred upon receipt of goods.

DESIGN. All Business Interiors of Idaho, Inc. designed proposals, including space plans, color schemes, drawings, blue prints and presentation boards are the exclusive property of Business Interiors of Idaho, Inc. 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.

Authorized Signature _____ Date _____

Title _____ PO No. _____

Company _____

Business Interiors of Idaho
 176 S Capitol Blvd
 Boise, ID 83702
 Phone: (208) 384-5050
<http://www.biispaces.com/>



DEPOSIT INVOICE

10644-38387-0

Due Upon Receipt
 8/2/2021

Bill To

Ketchum City Hall
 Remodel
 North, 480 East Ave
 Ketchum, ID 83340

Ship To

Ketchum City Hall
 Remodel
 North, 480 East Ave
 Ketchum, ID 83340

Install To / End User

Ketchum City Hall
 Remodel
 North, 480 East Ave
 Ketchum, ID 83340

PROJECT #	SALESPERSON	QUOTE NAME	PROJECT NAME
10644	Phil Ruebel	Ketchum City Hall	Ketchum City Hall-PR-Furniture-Lisa Enourato

Deposit Details Summarized by Phase

Option	Phase	Price	Tax	Total	Deposit Amount
Ketchum City Hall	MTG 303-OPT.01	\$6,400.61	\$0.00	\$6,400.61	\$0.00
	REC 119	\$4,355.03	\$0.00	\$4,355.03	\$0.00
	MTG 106	\$11,417.18	\$0.00	\$11,417.18	\$0.00
	CONF 104	\$6,400.61	\$0.00	\$6,400.61	\$0.00
	Freight	\$0.00	\$0.00	\$0.00	\$0.00
	Installation	\$5,400.00	\$0.00	\$5,400.00	\$0.00
	Design	\$899.89	\$0.00	\$899.89	\$0.00
	Delivery Charges	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$34,873.32	\$0.00	\$34,873.32	\$0.00

Order Total	\$34,873.32
Sales Tax	\$0.00
Total	\$34,873.32

0% Deposit Due \$0.00