



A PROPOSAL PREPARED FOR

Jefferson Parish

50-00147176 Supply, Delivery, and Installation of File Cabinets
for Jefferson Parish Clerk of Court

February 28, 2025

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Stacey Champagne
Jefferson Parish
200 Derbigny Street
Gretna, LA 70053

RE: 50-00147176 Supply, Delivery, and Installation of File Cabinets for Jefferson Parish Clerk of Court

Dear Stacey Champagne:

Thank you for the opportunity to provide Jefferson Parish with the following proposal for your furniture project.

Since 1994, ODP Business Solutions® has provided best-in-class business services, solutions, and support to help our customers answer shifting marketplace demands, stay competitive against an expanding set of challengers, evolve their businesses, and enjoy lasting success. We're committed to helping you address the specific objectives of your organization and be your trusted collaborator that gives you freedom to accomplish more.

ODP Business Solutions Workspace Interiors proposal offers compelling value. Included in our response is a pricing overview to make the evaluation of our solution a little easier. This includes a recap of what we heard and how our solution will respond to your objectives. The cost analysis will give you a bird's-eye view of the overall costs of the project, as well as a breakdown of individual costs. The rest of the response is the required data to analyze our solution. An additional important part to the solution is our team. Team members perform with precision to deliver quality products, effective solutions, appealing aesthetics and outstanding service for Jefferson Parish.

Workspace Interiors prides itself on providing excellent service — not simply at the time of sale but from the beginning of your furniture decision throughout the lifetime of the product. Considering both design and value, we will provide the experience to offer you a tailored solution in accordance with your budget and functional criteria. Our team members will be on-site during installation, working with our installers to respond quickly to any issues that arise, and are also available to respond to any repair or reconfiguration requests following the completion of the project.

We are confident that our response will meet or exceed the requirements and expectations that you have communicated, and we look forward to discussing the content with you in further detail. Workspace Interiors has had the opportunity to work with corporations of all sizes throughout your local area and across the country.

Thank you again for your consideration of this proposal. Please feel free to contact me with any questions. I look forward to working with Jefferson Parish in the future!

Sincerely,

Rhonda Webb
Business Development Manager | Workspace Interiors
214.564.9751 | Rhonda.Webb@workspaceinteriorsod.com
www.workspaceinteriorsod.com

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Executive Review

ODP Business Solutions® is on your side.

At a time when staying agile, adaptive, and ahead of an ever-bending curve is more essential than ever, you should have more than a supplier in your corner. You deserve a collaborator that delivers on big initiatives while still focusing on the smallest details.

Workspace Interiors by ODP Business Solutions is that collaborator. Our dedicated account team is ready to exchange ideas and provide transformative thinking, plus products, services, and experience — all part of delivering a tailored solution for your business.

Workspace Interiors is pleased to present this proposal to Jefferson Parish. We recognize this unique opportunity extended in potentially fulfilling the project needs of Jefferson Parish and are fully committed to providing the appropriate business resources to do so. Workspace Interiors, working in conjunction with the manufacturers, complies with the latest ADA, LEED, and product sustainability requirements.

Put our industry-leading service and 38 of experience to work for your business. When you work with ODP Business Solutions, you can count on:

- World-class support from dedicated and accessible sales professionals, experienced advisors, and technicians
- Consistent, remarkable value through structured pricing, strong vendor relationships and no hidden fees
- With over 38 locations across the United States, Workspace Interiors is a national full-service furniture dealer.
- Innovative smart solutions that help you optimize ordering, tracking, and spend. Stay updated with our mobile app, real-time dashboards, and order tracking capabilities. Our reporting tools give you visibility into how much your organization spends on various supplies and services across multiple locations, easing consolidation concerns and saving resources.
- Sustainability and diversity solutions, services, and support can help you meet objectives and empower your organization to be greener and more inclusive. Our GreenerOffice™ rating system can help you make informed choices that align with your sustainability goals. We support our customers' environmental values through waste diversion programs, greener packaging, transportation innovations, and other solutions. We offer innovative products and services from a range of diverse suppliers, including women-owned, BIPOC-owned, and historically underutilized businesses (HUBs).

We are confident that our unique, professional services will effectively address your needs. By managing all of the details from start to finish, Workspace Interiors is committed to success on each and every future project. Our experienced team and personal service—alongside a wide selection of quality furniture and the ability to service and deliver anywhere in the country—make Workspace Interiors the ideal full-service provider fully capable of meeting today's business challenges everywhere.

Stay competitive in the face of shifting marketplace demands with support from ODP Business Solutions. We're here to help you reach your business goals and achieve success.

About Workspace Interiors

MAKING YOUR WORKPLACE WORK. FROM START TO FINISH.

Together, we can take Jefferson Parish's interiors and workplace to a whole new level. When your business needs more than a catalog offering or limited support from a local furniture dealer, look to Workspace Interiors. We're a full-service national furniture solution provider that specializes in large, multi-floor projects, which are highly reconfigurable and complex. We offer space planning, design, project management and installation with cutting-edge products that you won't find in stores or in a standard furniture catalog.

As a competitive national dealership in the office furniture industry, Workspace Interiors contracts with top furniture manufacturers—giving you individual attention through more than 150 local service representatives. Workspace Interiors has been operating as a contract furniture dealer for over thirty years.

By partnering with our knowledgeable team, Jefferson Parish can leverage our experience with projects (large or small), reconfigurations, new spaces, and our ability to address your custom needs offering you complete control over exactly what you need for your workplace.

Expect passion and personal attention to detail on every aspect of your project as we bring your vision to life. Our reach and experience enables us to stay on top of trends and preferences for every market we serve—most importantly, yours.

Count on us to be an invaluable partner for your workplace through a powerful formula of efficiency, cost savings and control.

YOUR VISION. OUR EXPERIENCE. THAT'S PARTNERSHIP PERFECTED.

Workspace Interiors is committed to helping Jefferson Parish achieve the workplace you need, to maximize efficiency in your day-to-day business. Our wide-reaching network and experienced specialists will help Jefferson Parish make the most out of your investment, and offer complete access to a range of products, solutions and support—no matter where you are located.

Most importantly, our goal is to make sure that Jefferson Parish is completely satisfied. Following a thorough post-installation review to go over every single item on the project checklist, we will set follow-up dates to assess workplace performance.

At Workspace Interiors, no detail is ever too small, because no vision is ever too big.



National Strength

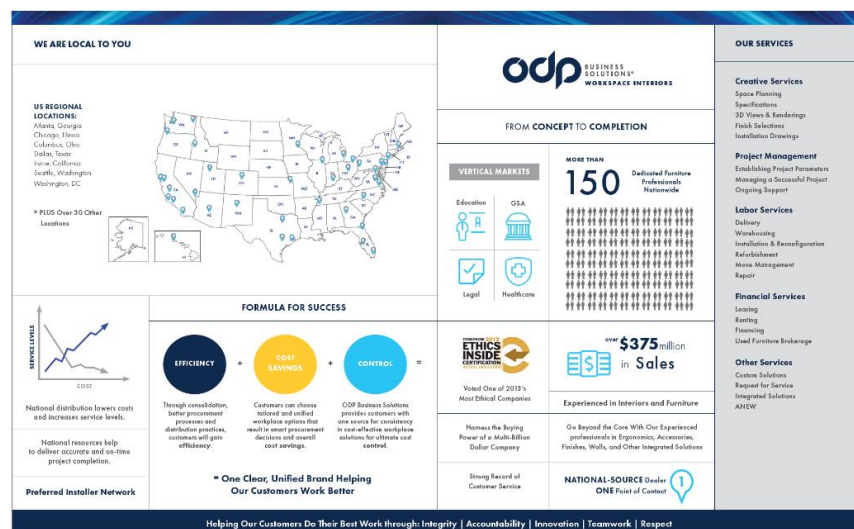
Workspace Interiors' mission is "Think Customer First" through: Integrity | Accountability | Innovation | Teamwork | Respect.

We find that our mission and core values all closely align with our customer's values. Workspace Interiors is a full-service, national furniture dealership. We are a true national furniture dealer offering a full range of furniture solutions for business. Whether the need be six weeks or custom order, we will execute each request as required to fulfill the expectation. We will provide Jefferson Parish with a dedicated associate who will implement your solution locally and/or nationally as needed.

With over thirty-eight locations and 150 dedicated team members, we will provide Jefferson Parish a consistent service and standardized process and procedures model nationwide. Workspace Interiors partners with contractors through a national preferred partnership, monitored at our corporate office. The contractors range from electricians, furniture installers and moving companies, to various service partners our clients have requested as a project progresses. We have the contractor undergo a complete analysis of their organization, staffing models, financial data and performance prior to becoming a partner of Workspace Interiors. We look for the "Best in Class" in our partners and require each to complete reports used to provide a performance matrix, which is monitored annually by our corporate office. We require the same dedication and thorough review of our vendors as we do of our contractors.

Workspace Interiors has a proven process to manage projects of any size and complexity. Having completed numerous installations of similar size and scope, we are confident in the ability to exceed Jefferson Parish's expectations. With the option of an "order preview," the Workspace Interiors team will preview all the materials and resources needed on the project. This will, in turn, hold raw materials, staffing and production time for your project meet deadlines. As it relates to receipt, delivery, and installation of the product, our preferred installation partner works closely with us to provide your project with the needed resources to complete the installation on time and with minimal disruptions to your business.

The Workspace Interiors team brings a streamlined program, offering a comprehensive selection of office furniture, giving Jefferson Parish the power of a coordinated furniture program through one resource across the country. We continually provide solutions that matter. And you can count on Workspace Interiors to provide business driven strategies to connect and reduce your spending on an annual basis. We provide consistent and concise reporting and add value by defining opportunities for additional savings through our cost savings, efficiency and control approach.

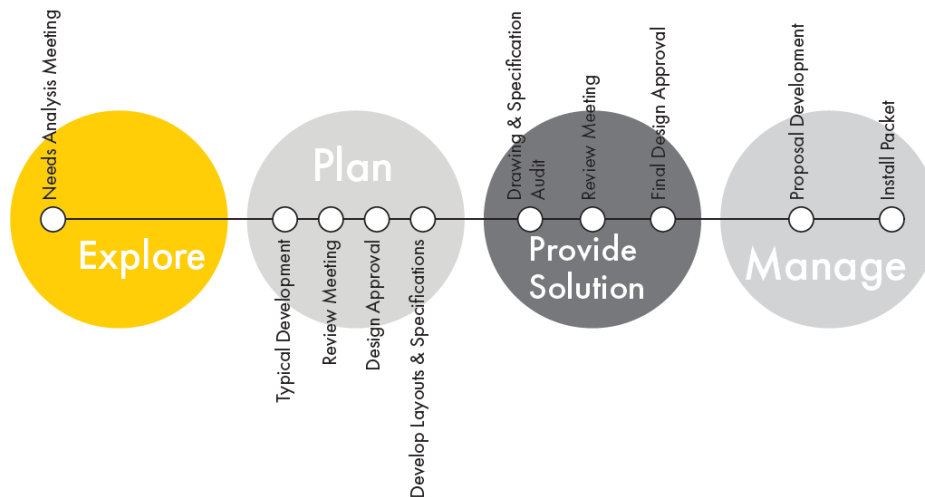


Services

Workspace Interiors strongly believes that—by having one direct contact person and supporting team in place—we are best able to service the needs of Jefferson Parish. We recognize the importance of defining the preferred method, frequency, and path of communication needed between Jefferson Parish and Workspace Interiors and will adhere to Jefferson Parish’s preferences in this regard. Workspace Interiors will provide regular input on the combined value we have presented throughout our process.

Business reviews of the entire offering to Jefferson Parish will be conducted on a regular basis to make sure that Workspace Interiors is meeting the expectations of Jefferson Parish. The data acquired in these reviews will be used to assist Workspace Interiors moving forward as we strive to continuously improve and grow our working relationship with Jefferson Parish and provide constant value.

Let it be noted that Workspace Interiors is not the manufacturer of any furnishings purchased hereunder. Jefferson Parish shall be entitled to all manufacturer’s product warranties associated with the furnishings purchased by Jefferson Parish hereunder. Workspace Interiors will use reasonable efforts to assist Jefferson Parish in asserting such warranty rights.



Services Overview

As a full-service, national furniture dealer, Workspace Interiors is prepared to help you through every aspect of your project. By drawing on a range of turnkey planning and installation services, we can assist at any stage of a project. With over 150 dedicated associates, we are able to address any request, issue, or concern immediately—providing you with the right solution from concept to completion.



CREATIVE SERVICES

- Space Planning
- Specifications
- 3D Views & Renderings
- Finish Selection



PROJECT MANAGEMENT

- Establishing Project Parameters
- Managing a Successful Project
- Ongoing Support



LABOR SERVICES

- Delivery
- Warehousing
- Installation & Reconfiguration
- Refurbishment
- Move Management
- Repair



FINANCIAL SERVICES

- Leasing
- Renting
- Financing
- Used Furniture Brokerage



OTHER SERVICES

- Standards Program
- Sustainability / LEED
- E-commerce



REPAIR SERVICES

- Requests for Repairs
- Ongoing Services
- Project Inspections
- Ergonomic Assessments



Creative Services

Utilize Workspace Interiors' national staff of fully trained and licensed interior designers to collaborate on a creative plan that, not only suits your client's needs, but also provides you with a seamless process. At Workspace Interiors, our regional design teams are highly collaborative—capitalizing on all the best practices. They draw from our comprehensive selection of furniture partners, assets and resources to help create and design a solution that best fits your environment. Giving our regional design team the ability to reach out to our other regions for assistance when workloads become unbalanced affirms that your project will never be left unattended.

As a critical component to the furniture buying process, our creative services group offers design support in the areas of project programming, design development, space planning, furniture specifications, fabric and finish selection, field verification, technical audit, electrical and telephone placement recommendations, installation documentations and installation drawings.

Through Workspace Interiors, you can access each of our team members' professional experience in:

SPACE PLANNING. MAKING THE MOST OUT OF YOUR SPACE.

At Workspace Interiors, our belief is that the most effectively planned spaces take into account who you are and how you work. We will conduct a space development study that allows us to plan an environment that best supports the way you work.

Our design process allows us to determine the appropriate relationships between common areas and workstations; between departments, teams and collaborating entities; between employee status, productivity, job function and cultural change. All these relationships are determined in conjunction with the overall feel of the office environment, confirming that your space not only looks great, but functions great and is sure to enhance productivity.

With the demands of today's business environment and the importance of making the most of a space, Workspace Interiors has a strategic solution down to the smallest details. We use the same space development techniques in planning filing, print/copy space adjacencies and storage requirements. All local codes and sound/noise attenuation needs are considered as well.

SPECIFICATIONS. IT'S ALL ABOUT THE DETAILS.

Using state-of-the-art technology, Workspace Interiors can make sure your furniture specifications are accurate. Using the products selected during the planning and design stage, our project planners generate detailed, order-ready specifications.

Though the specification process is the most labor-intensive, Workspace Interiors' commitment to the details makes it seamless.

3D VIEWS AND RENDERINGS. HELPING YOU VISUALIZE YOUR SPACE.

Communication is imperative in understanding and developing the right solution. To understand the complexities of your space, Workspace Interiors may access additional services, such as 3D views or renderings. These computer-generated drawings depict the actual proposal, giving you a better grasp of the design concept.

A 3D rendering gives you the opportunity to review and adjust layout and space function before ordering. It can also aid in color selection, revealing floor to ceiling relationships and clarifying the overall appearance of your space—all giving you the ability to make an educated decision.

FINISH SELECTIONS. CHOOSING THE RIGHT LOOK.

Workspace Interiors project planners have the knowledge and skills to guide you through the color and finish selection of your furniture solution. Whether you are looking to create a new environment, freshen

up an existing space, incorporate a cultural change, or identify new corporate colors, the creative services group will work with you to create a solution in line with your goals. We'll help on whatever level you desire blending existing finishes with new selections, designing a new scheme, or simply making suggestions to get you started on the right path.

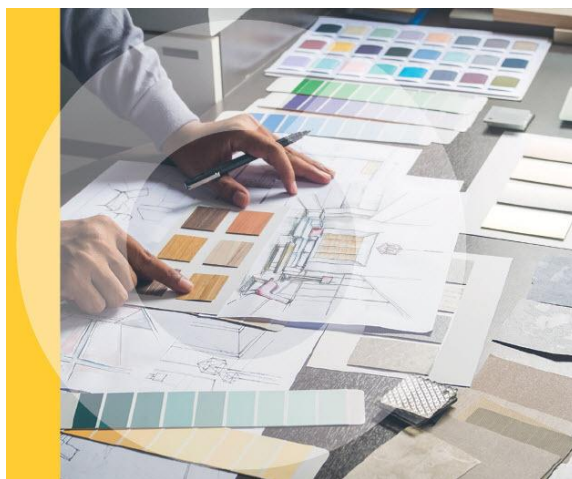
We also recognize that finishes apply to more than just furniture. Should you require it, Workspace Interiors has the ability to help you complete your space by providing suggestions for architectural finishes such as carpet, wall coverings, paint, lighting and ceiling materials.

INSTALLATION DRAWINGS. A ROAD MAP FOR FLAWLESS EXECUTION.

Once your project has been specified and ordered, your Workspace Interiors project planner will translate all of the necessary information into a format that facilitates a flawless installation.

Our professionally trained installation staff relies on these detailed instructions to confirm that all the nuances of your solution are addressed and implemented. Additional information sheets are developed to designate panel types, panel plans, electrical plans, components plans, notes on field cuts and any other special requirement for your job.

Clarity of instruction is the key to proper field installation. More complicated projects may require our color-coded plans. Special symbols, colors and dimensions/notes provide the needed direction—particularly if you are adding new product into an existing space or reusing/ reconfiguring existing inventory.





Project Management Services

Creating and organizing a new workspace, then making it fully functional, requires extraordinary project management skills. At Workspace Interiors, our organizational abilities can be utilized to oversee procedures, coordinate tasks and troubleshoot the entire project from start to finish. We can help with budgeting suggestions, devising a timeline and selecting contractors. We can also arrange for site meetings, facilitate technology and infrastructure installation and help coordinate your existing assets into the space. Our total commitment to your project means that you can count on us to be there—even after the punch list is completed.

ESTABLISHING THE PROJECT PARAMETERS. NO TWO PROJECTS ARE EXACTLY ALIKE.

We work closely with you right from the start to assess your needs and establish a plan that gives you exactly what you are looking for. We can assist with budgeting suggestions, devising a timeline and helping to select contractors.

Workspace Interiors can assist you in:

- Setting goals
- Determining budgets
- Establishing service needs
- Considering available space
- Identifying functionality requirements
- Considering long-term needs

MANAGING A SUCCESSFUL PROJECT. MAKING SURE THE DETAILS ARE CARRIED OUT.

Once you've approved the project plan, our experienced team steps in to make sure it gets done on time and on budget. We cover all the details: arranging for site meetings, facilitating technology and infrastructure installation and helping to coordinate your existing assets into the space.

- The Workspace Interiors project management team will:
- Confirm accurate specifications and product sourcing
- Maintain strict adherences to approved budget
- Coordinate furniture delivery dates
- Select contractors or work with your pre-selected contractors
- Coordinate delivery, installation, and site trade schedules
- Supervise installation
- Provide ongoing project status updates
- Establish a detailed checklist for final inspection



ONGOING SUPPORT. WE ARE WITH YOU EVERY STEP OF THE WAY.

Our goal is to make sure you are completely satisfied. This means we will walk with you every step of the way, from start to finish. Following a thorough post-installation review—going over every single item on the project checklist—we set follow-up dates to assess performance. No detail is too small.

To secure customer satisfaction, Workspace Interiors will:

- Conduct a final project inspection
- Consider future needs and planned follow-up
- Conduct chair adjustment clinics





Labor Services

Workspace Interiors is committed to providing you what you need when you need it, and with minimal disruption to your business. We work closely with our professional installation partners to provide consistency, accuracy and quality in all of our labor services. By creating an installation package, we communicate all of the details of your solution to our installation team. Our national installation partners have been factory trained and certified in systems installation helping to deliver a seamless project execution.

DELIVERY. DELIVERY FROM COAST TO COAST.

Our professional delivery personnel—experienced at handling casegoods and office furniture—carefully delivers new furniture into your facility. With a variety of delivery options—from unopened cartons transported to the dock, to complete installation—we're ready to accommodate your request.

WAREHOUSING. SPACE FOR PRODUCT WHEN THE FACILITY IS NOT READY.

Should your project be delayed due to construction or, if for any reason, your furniture must await installation, we have facilities available to safely house your investment.

INSTALLATION & RECONFIGURATION. PUTTING IT TOGETHER RIGHT.

Our experienced staff will handle every detail of your furniture installation. We also will configure or reconfigure in accordance to the layout and design.

REFURBISHMENT. MAKE THE MOST OF YOUR EXISTING INVENTORY.

Workspace Interiors has the experience to refurbish and refit current casegoods to coordinate with your new furniture and facility.

MOVE MANAGEMENT. HELPING MOVE YOU WHERE YOU NEED TO GO.

When moving day comes, our organizational abilities can be utilized to manage all aspects of the move, including coordinating subcontractors, movers and public utilities.

REPAIR. ONGOING TWEAKS NEEDED TO KEEP YOUR FACILITY RUNNING SMOOTH.

Technicians are available to make any repairs to your existing furniture and restore treasured pieces to your ultimate satisfaction.



Financial Services

Workspace Interiors offers leasing, not only to conserve working capital, but also to make the experience easier and more flexible. We know the importance of your office environment and offer several financial services to accommodate your business needs.

LEASING. LEASE WITH COMPETITIVE RATES.

When leasing office furniture is your best option, Workspace Interiors can provide an excellent furniture-leasing program. Our competitive rates make this a favorable financing option.

RENTING. RENT TO FIT YOUR NEEDS.

If you have discovered the benefit of renting your new office furniture, Workspace Interiors is happy to discuss in further detail a rental program that fits your needs.

FINANCING. PAYMENT OPTIONS STRUCTURED JUST FOR YOU.

Workspace Interiors has experienced financing agents ready to assist with all aspects of your new furniture financing. Payment options can be structured to fit any size budget.

USED FURNITURE BROKERAGE. LET US ASSIST WITH YOUR EXISTING USED FURNITURE.

Workspace Interiors can broker the sale of your existing used furniture. Depending on the type, age and condition of your product, we will negotiate an offer by accessing our various industry resources.





Other Services – Custom Solutions

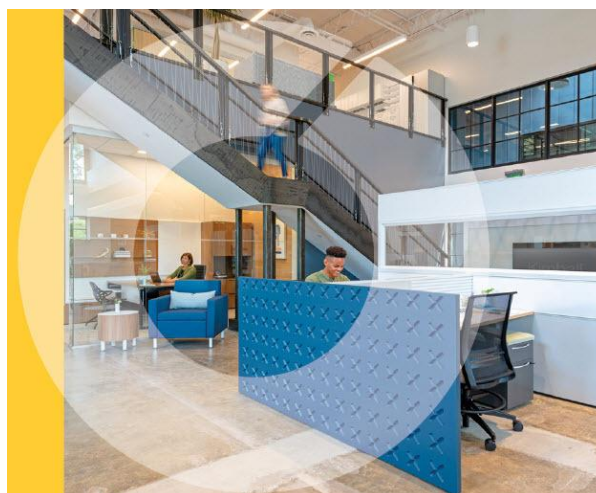
STANDARDS PROGRAM

At Workspace Interiors, we strive to develop custom client solutions that address our customer's ever-changing needs in order to make their jobs easier. Our national resources and distribution allow us to assist you in standardizing each of your furniture concerns.

Our furniture professionals will work with you to make selections, establish a program and then provide easy access for each of your locations as furniture needs arise. We also provide local services that can aid your satellite offices in planning or designing a space, making selections, or simply delivering and installing the final product.

We have workspace solutions that are effective, efficient and complementary to your current standards program. We offer a vast selection of manufacturers with the capabilities to address needs great and small—without sacrificing any existing standards programs. Choose from thousands of furniture items and accessories to help complete your program:

- Private offices
- Big and tall chairs
- LAN rooms
- Filing systems
- Ergonomic seating
- Literature racks
- Task lighting
- Conference room accessories
- Shelving units
- Artwork
- Stacking chairs
- Mailroom systems
- Media carts
- Locker and break room equipment
- Training room furniture



SUSTAINABILITY / LEED

Workspace Interiors is committed to supporting continued education and sustainability. Utilizing our LEED Accredited Professionals and manufacturer partners, we have an infrastructure in place to help you meet sustainability goals.

For our customers with LEED certification goals—or just those wishing to incorporate a little good into their projects—our highly trained team will work with you every step of the way to confirm all possible credits are achieved, proper documentation is obtained and strategic processes are maintained.



SUSTAINABILITY / ANEW

Our partnership with ANEW—a company dedicated to repurposing surplus furniture, fixtures and equipment—is just one more demonstration of how Workspace Interiors is dedicated to sustainability. If your project includes a surplus, ask us how we can connect you to this amazing program.

At Workspace Interiors, we also understand that promoting environmentally conscious products involves more than the products themselves. In conjunction with our manufacturer partners, Workspace Interiors has implemented measures to, not only confirm that environmentally conscious customers have a substantial product offering to choose from, but that those products can be ordered and delivered in an environmentally responsible manner.

While there is always more to achieve, you can rely on Workspace Interiors to continue to review our service and our product offerings—as well as our internal practices—to make sure we take care for our customers, our communities and our environment.

E-Commerce

At Workspace Interiors, we have the ability to create a custom furniture website just for you. These sites can be easily accessed for your specific furniture procurement needs.

We offer two site options for you choose from:

- E-commerce Website
- Standards Website

Through these sites, you'll be able to:

- See your latest layouts
- Keep track of all current orders
- Have the ability to communicate imperative information regarding your standards program and approval procedures
- Allow multiple users within the site to access your custom catalog
- Special order items displayed within your custom catalog
- See customer-specific discounting applied to your custom catalog
- Access an intuitive shopping experience

E-COMMERCE SITE OVERVIEW

Customers can access their e-commerce sites via the Workspace Interiors website home page (www.workspaceinteriorsod.com). Each customer is given their own user account where they can access their personal project information. These portals are customized to support customer-specific furniture categories and contain a limited number of products.

Using an e-commerce site, customers can order their products directly. Navigation is made simple with the ability for users to categorize their products and sort into multiple levels, depending on need. Customer-specific contract pricing can be applied to each product.

Delivery and installation charges will be communicated through the site prior to order processing. Order hints are available to aid you in selecting the proper products. Product configurations and details aid in selecting the correct furniture for your space. Measurement guidelines, helpful tips, rules of thumb for furniture placement and recommended clearances are all included to assist in your decision.

Custom checkout allows for additional information to be communicated to Workspace Interiors when processing your order, such as purchase order number, room dimensions and additional comments or concerns. Installation costs will be applied and confirmed before your product is ordered.

Keeping track of projects and orders is easy with the customized status reports made available through the site. Status reports open in Microsoft Excel and contain information such as the project locations, item numbers, product descriptions, pricing and when the order will be shipped or received.

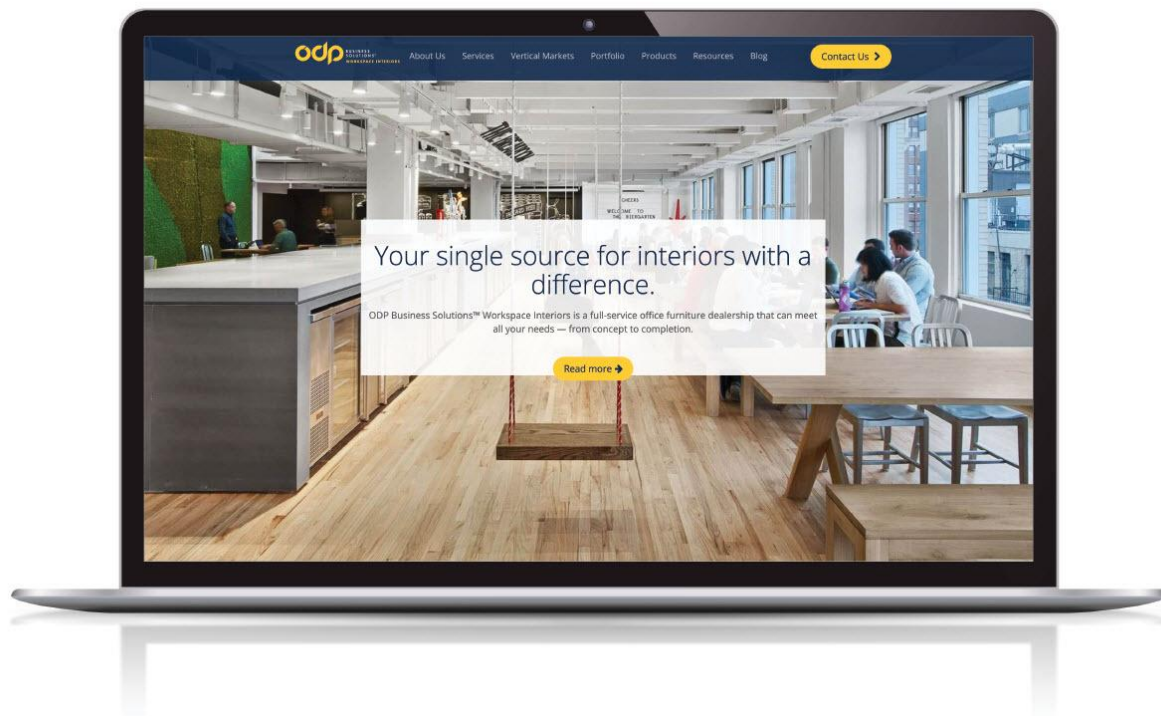
STANDARDS SITE OVERVIEW

The standards site communicates a corporate standard to an organization similar to a standards binder. Like the e-commerce site, the standards site can be accessed via the Workspace Interiors website home page (www.workspaceinteriorsod.com). Each customer is given their own user account where they can access their personal project information. These portals are customized to support customer-specific furniture typicals, which are represented as PDF documents.

Communication is clear and accessible with the inclusion of additional product information. This additional information features items such as brochures and warranty details.

Finish selections are also referenced within the site as part of the standard. Installation photos can be posted as well.

Customer websites are a great way to track furniture orders and needs, or simply communicate a standards program in your organization. For more information, please contact your Workspace Interiors business development manager.

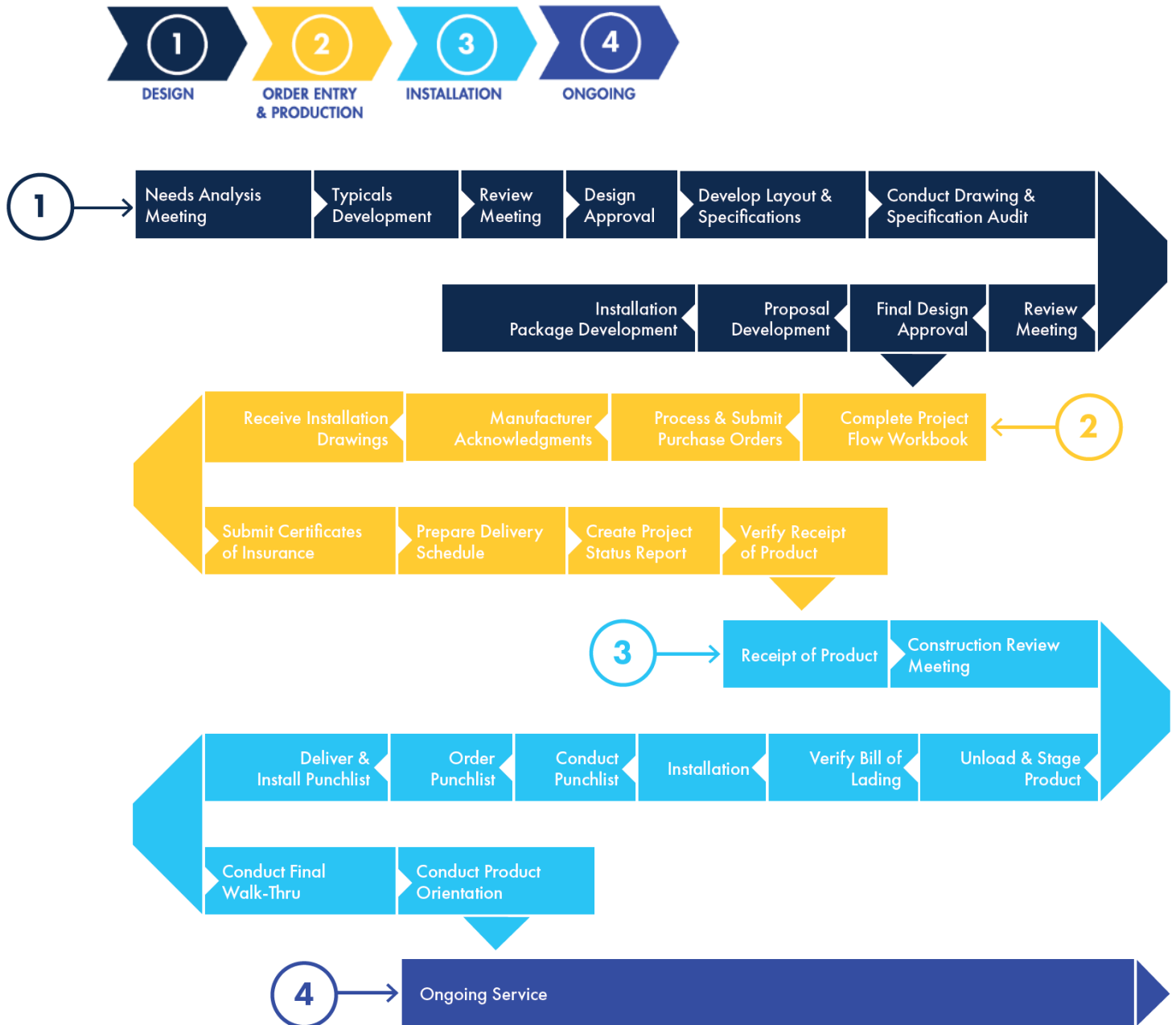


Repair Services

Workspace Interiors conducts a detailed final project inspection, considers future needs and planned follow-ups, and also sets up ergonomic assessments for your associates. We are always on hand for follow-up repairs and services as needed. Contact your local Workspace Interiors business development manager for details.



Project Process



Project Process



Design Development

The design development process begins with an initial meeting—coordinated by the Workspace Interiors business development manager—held for all participating parties in order to discuss expectations for the project. At this meeting, we will develop a comprehensive project program taking into consideration all aspects most important to Jefferson Parish.

Upon assessing the project requirements, the Workspace Interiors team will pull from our extensive list of major furniture manufacturers to define a suitable product solution for Jefferson Parish. Based on the programming developed in the initial meeting, the Workspace Interiors project designer will develop furniture typicals for review. Through our collaborative teamwork, every Workspace Interiors design team member will be familiar with each proposed solution.

Following the completion of the first round of typicals, a meeting will be scheduled with Jefferson Parish. During this collaborative discussion, all furniture components will be critiqued; making any adjustments necessary until a final typical is created. Our project designer will then draw up the final typical and forward for Jefferson Parish official approval.

Once the final typicals have been reviewed and approved by Jefferson Parish, the Workspace Interiors project designer will prepare an overall layout, showing the furniture in the base building shell. At this time, finish selections will also be prepared and reviewed for approval.

With the approval of the overall layout and specified finishes, Workspace Interiors will next conduct an internal audit to confirm that everything has been accounted for. Any outstanding or concerning issues noted during the audit will be discussed internally amongst the team in order to prepare a move forward plan. Following this meeting, the Workspace Interiors project coordinator will prepare a formal proposal for Jefferson Parish's review.

Another meeting with Jefferson Parish will be scheduled to review the formal proposal. A sign-off on the final drawings and a formal proposal will be required to place the order.

Upon receipt of the signed proposal, drawings and the deposit check, the Workspace Interiors project coordinator will prepare to release the orders to each manufacturer.

Project Process



Order Entry & Production

For each project, it is the responsibility of the Workspace Interiors business development manager to complete their workbook and define the individual roles and responsibilities of our internal team.

Once the deposit check and approved proposal have been submitted by Jefferson Parish, the Workspace Interiors project coordinator will process and place all purchase orders with the manufacturers. Once the orders have been placed, the project coordinator will check all manufacturer acknowledgments against the approved for any discrepancies. The project coordinator will work directly with the manufacturers on any discrepancies or outstanding issues, so the order is shipped properly.

The Workspace Interiors project coordinator will also maintain a status report of manufacturers on the project and their respective ship dates. This report is submitted to the entire team on a weekly basis.

Upon completion of order placement, the Workspace Interiors project designer is notified and begins the preparation of installation drawings. All installation drawings will be forwarded to the foreman on job for their reference during installation.

The Workspace Interiors project manager will contact the building manager on site regarding any documentation required for access to the building. The project manager will then work to supply the building manager with all requested documentation in order facilitate access to the job site prior to installation.

As the installation date gets closer, the project manager will prepare a delivery schedule. They will contact the building to coordinate delivery times and dates.

Upon delivery, all products will be verified, and any damages will be cataloged. The Workspace Interiors project coordinator will claim any damaged product with the manufacturer and any necessary replacement pieces will be ordered.

Project Process



Installation

As the installation date draws near, the Workspace Interiors project manager will monitor all shipments and verify that all specified product has been received. The project manager will also attend weekly construction meetings as required by Jefferson Parish and will walk the space with general contractor prior to furniture delivery to clear the area and get ready to accept the installation.

On delivery day, the installers will be on site to unpack all scheduled loads. Using predetermined locations, all products will be placed and staged for installation. The furniture install will continue daily for the allotted time given by the project schedule.

Upon completion of the installation, the Workspace Interiors business development manager will walk the space with Jefferson Parish to note any punch list items. A final sign-off will be requested at the end of the walk through.

The Workspace Interiors business development manager will work with their project coordinator to resolve any necessary punch list items. Orders will be placed for any furniture items that are missing or may need replaced. Once the replacement acknowledgments have been received by from the manufacturer, the project coordinator will provide a delivery schedule for any outstanding items. They will coordinate with Jefferson Parish to schedule an appropriate time to install the replacements.

Once the punch list has been received, delivered and installed, the Workspace Interiors business development manager will conduct a post-installation meeting with to confirm that the project meets expectations. If requested, Workspace Interiors will conduct a product training orientation at a time of Jefferson Parish's choosing.

Quality Assurance

BEST PRACTICES

The Workspace Interiors business process incorporates checks and balances at multiple levels to achieve an overall successful order, installation and customer experience. Coupled with manufacturers' management involvement, factory project management, quality manufacturing processes and limited lifetime warranty, a quality project is assured.

SURVEYS

Independent post-project surveys, post-installation interviews, internal associate reporting, as well as analysis of client referrals, assists us in measuring the success of Workspace Interiors' adherence to our mission and core values.

TOP QUALITY FURNITURE

There is no greater source than Workspace Interiors for top quality office furniture. Choose from a broad range of products and styles to suite 's needs: workstations to executive suites; mail rooms to conference rooms: traditional to contemporary. A true one-stop-shop, we also carry specialty furnishings for healthcare, education and legal office environments.

FOLLOW-UP SERVICES

Through our dedicated installation partners and the business relationships we have with our suppliers, we are able to provide Jefferson Parish with fast, efficient follow-ups to all of your needs after occupancy.

TRAINING

Workspace Interiors will provide Jefferson Parish with classroom-style orientation training for each product installed. This ensures that all personnel will feel confident and comfortable in the use of their new products.

DATE: 2/17/2025

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00147176

JEFFERSON PARISHPURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:
SCHAMPAGNE

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

2 weeks from Order Entry

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

1 Day to deliver

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

1 Day to Deliver

In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1

NUMBER: _____

NUMBER: _____

NUMBER: _____

000006548 Remote
Sellers Commission

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****FIRM NAME:
ODP Business Solutions, LLCSIGNATURE:
(Must be signed here)DocuSigned by:
Dave Gabriel

TITLE: Director, Sr. Furniture Ops

PRINT OR TYPE NAME:
Dave Gabriel

465056F67BB64EA...

ADDRESS:
6600 North Military TrailCITY, STATE:
Boca Raton, FLZIP:
33496-2434TELEPHONE:
(512) 764-3315FAX:
() N/AEMAIL ADDRESS:
spenser.wilson@odpbusiness.comTOTAL PRICE OF ALL BID ITEMS: \$ 11,272.97

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147176

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	4.00	EA	SUPPLY, DELIVERY, AND INSTALLATION OF FILE CABINETS FOR JEFFERSON PARISH CLERK OF COURT 0010 FIREKING HIGH SECURITY - 25" DEEP VERTICAL FILE CABINET	\$ 2,452.39	\$ 9,809.56
2	1.00	JOB	ITEM #4-2125-CPL PLATINUM COLOR 0020 INSTALLATION AND DELIVERY DURING NORMAL BUSINESS HOURS MONDAY THRU FRIDAY	\$ 1,463.41	\$ 1,463.14

Certificate Of Completion

Envelope Id: 2E98B842-E239-4ABC-8817-673AA5945044		Status: Completed
Subject: Please DocuSign: <<Proposal for Jefferson Parish - WRF#04881700 >>		
Source Envelope:		
Document Pages: 1	Signatures: 1	Envelope Originator:
Certificate Pages: 5	Initials: 0	Rose Tome
AutoNav: Enabled		6600 N Military Trail
Envelopeld Stamping: Enabled		Boca Raton, FL 33496
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		Rose.Tome@odpbusiness.com
		IP Address: 205.157.110.8

Record Tracking

Status: Original	Holder: Rose Tome	Location: DocuSign
2/25/2025 1:38:31 PM	Rose.Tome@odpbusiness.com	

Signer Events

Signer Events	Signature	Timestamp
Dave Gabriel david.gabriel@odpbusiness.com Sr Director Furniture Office Depot, Inc. Security Level: Email, Account Authentication (None)	<div>DocuSigned by:</div>  <div>465056F67BB64EA...</div>	Sent: 2/25/2025 1:42:14 PM Viewed: 2/25/2025 1:47:45 PM Signed: 2/25/2025 1:48:51 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.171.99.2	

Electronic Record and Signature Disclosure:

Accepted: 8/22/2024 11:27:38 AM
ID: f267aafc-ff13-4841-bd05-65d74bdc5895

In Person Signer Events

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events

Editor Delivery Events	Status	Timestamp
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Agent Delivery Events

Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events

Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events

Carbon Copy Events

Carbon Copy Events	Status	Timestamp
Patricia Payan patricia.payan@theodpcorp.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 2/25/2025 1:42:14 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Patty Langford patty.langford@workspaceinteriorsod.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 2/25/2025 1:42:14 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events

Witness Events	Signature	Timestamp
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Notary Events

Notary Events	Signature	Timestamp
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Envelope Summary Events

Envelope Summary Events	Status	Timestamps
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/25/2025 1:42:14 PM
Certified Delivered	Security Checked	2/25/2025 1:47:45 PM
Signing Complete	Security Checked	2/25/2025 1:48:51 PM
Completed	Security Checked	2/25/2025 1:48:51 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Office Depot, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Office Depot, Inc.:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: OfficeDepotPricingCompliance@officedepot.com

To advise Office Depot, Inc. of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at OfficeDepotPricingCompliance@officedepot.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Office Depot, Inc.

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to OfficeDepotPricingCompliance@officedepot.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Office Depot, Inc.

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to OfficeDepotPricingCompliance@officedepot.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Office Depot, Inc. as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Office Depot, Inc. during the course of your relationship with Office Depot, Inc..

RHONDA WEBB
Rhonda.Webb@workspaceinteriorsod.com

JEFFERSON PARISH FIRE KING SAFES

SOLD TO:
Jefferson Parrish
Clerk of the County
100 HEUY P LONG AVE
GRETNA LA 70053

SHIP TO:

NOTES:

LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
1		4	2125-CPL 25"D 4 drawer vertical fire file	\$2,452.39	\$9,809.56
				Subtotal	\$9,809.56
zINSTALL					
2		1	INSTALL RT Labor to Receive Deliver and Install per proposal	\$1,463.41	\$1,463.41
				All work during Regular Business Hours No stair carry Area to be free and clear Non-Union Labor	
				zINSTALL Subtotal	\$1,463.41

LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
				Subtotal	\$11,272.97
				GRAND TOTAL	\$11,272.97

~Ordering Notes~

- * Deposit may be due at time of order
- * The applicable tax will be applied at the time of invoicing
- * Pricing in this proposal is based on current market conditions and may change due to tariff adjustments or government fees. Any increases before order invoicing could adjust the final pricing.
- * Estimated leadtime is subject to the manufactures production / shipping schedules
- * This proposal contains Special Order items that are Not Returnable
- * Once an order is placed, cancellations are Not Allowed

TERMS AND CONDITIONS OF PURCHASE

(FURNITURE - ODP BUSINESS SOLUTIONS WORKSPACE INTERIORS)

- 1.ODP Business Solutions, LLC ("ODP Business Solutions") shall make commercially reasonable efforts to install all products as quickly as possible. However, any delivery and/or installation dates quoted to Customer are approximate, and ODP Business Solutions obligation shall be only to deliver and/or install the products within a reasonable time. Also, due to certain factory shipment schedules, it is possible that ODP Business Solutions will be able to deliver and install portions of the job in phases. Customer will be invoiced for the items as they are delivered and payment will be due as set forth in Section 3 below
- 2.All prices are firm for thirty (30) days from date of proposal.
- 3.Payment terms are net twenty (20) days from date of invoice, unless otherwise agreed to and as documented on the order or quote. Customer will be invoiced for items when delivery and installation (if applicable) is complete, and any punch issues are less than 10% of the value of the entire order. In no event shall payment be withheld for delivered products and services. Customer shall pay 90% of the invoice and may withhold 10% until completion of the job. The balance is payable immediately after any outstanding issues are resolved.
- 4.All orders are subject to credit approval.
- 5.ODP Business Solutions requires a minimum deposit equaling 50% on all orders over \$20,000. Said deposit will be applied to Customer's account until such product is delivered and invoiced. Each invoice, less its proportionate share of the deposit, will be due and payable as set forth in Section 4 above.
- 6.All products and materials are subject to applicable taxes, as well as any applicable inbound freight and fabrication charges.
- 7.An order is not cancelable once in production. "Quick ships" and fabric orders are not cancelable.
- 8.Any quotation for special order products or materials shall be approved by an authorized Customer representative for correct product number, fabric, specifications and quantities. Any services rendered to Customer to change or modify the specification and layout before or during installation will be charged to Customer at prevailing rates. If such changes or modifications result in additional products, parts, materials or labor, they will be billed to Customer at prevailing rates.
- 9.Delivery and installation services are conducted during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. If services are requested outside of normal business hours, if special handling or equipment is required, if moving of products other than delivered is required, or if there are any unusual condition not made known to ODP Business Solutions at the time of sale, extra labor charges at prevailing rates may apply.
- 10.If during installation, additional products are necessary or required to complete the job, such additional products and labor will be charged to Customer at prevailing rates.
- 11.Floors shall be smooth, level and free from debris.
12. Condition of Jobsite - Customer agrees to have premises available on the requested date of installation and for a reasonable time thereafter for installation during the regular business day. Customer's job site shall be clean, clear, and free of debris prior to installation. Delivery and installation encumbrances which necessitate additional labor will result in extra charges. If installation is to be placed over carpeting, tiles, or other floor covering, Customer hereby assures ODP Business Solutions that all such coverings will be completed prior to time installation is scheduled. The job site shall be free of interference from all trades in the work areas, and if the job site is not free of such trade interference, the delivery and installation shall not proceed until such interference has been eliminated, or other arrangements are agreed to in writing. ODP Business Solutions shall be held harmless and shall not assume liability for job delay due to failure to meet any of the preceding conditions.
13. Jobsite Services. Electric current, light, heat, trash disposal facilities, hoisting and/or elevator service, and adequate facilities for off-loading, staging, moving, and handling of the Furnishings will be furnished without charge to ODP Business Solutions. Customer acknowledges that if the installed Furnishings require electrical hook-ups, outlets, wiring, or other similar services, at Customer's election, ODP Business Solutions may provide such services through licensed subcontractors at an additional fee or Customer shall be responsible for engaging appropriate licensed professionals.
- 14.Permits are the responsibility of the Customer unless expressly provided in the Proposal.
15. If Customer is unwilling or unable to accept delivery or installation of the products according to the specified schedule, the products will be stored at Customer's expense. Customer shall pay a warehouse charge payable monthly. Any double handling of a product will be charged at our normal hourly rate.
16. ODP Business Solutions makes no warranties, expressed or implied, as to merchantability or as the suitability of the products for any particular purpose, except those made by the manufacturer of the products. Any claim must be made to ODP Business Solutions in writing within five (5) days after delivery or installation of the products and if no claim is so received by ODP Business Solutions it will be conclusively presumed that Customer has accepted and that the products are as represented.
- 17.No liability shall accrue against ODP Business Solutions as a result of breach of terms and conditions caused by any strike, act of God, lockout, accident, or delay beyond its control.
18. ODP Business Solutions retains, and Customer hereby grants to ODP Business Solutions, a security interest in the products to secure the purchase price therefore. The products shall remain personal property regardless of being fixed to any real property. If Customer defaults in the payment of the purchase price when due, ODP Business Solutions shall have all rights and remedies granted by the Uniform Commercial Code. A finance charge of 2% per month (annual percentage rate 24%) will be charged on all past due balances. Customer shall pay all collection costs, including attorneys fee, in the event any claim is referred to a collection agency or attorney.
- 19.Products shipped directly to Customer shall be the responsibility of Customer except if agreed in writing that ODP Business Solutions will provide delivery and installation services. The receiving Customer is responsible to inspect products and file any necessary freight claims with freight provider.
- 20.Manufacturer warranties apply for parts only. Labor is not included.
- 21.All items set forth in the quotation are non-returnable.
- 22.IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES, WHETHER IN AN ACTION BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE) OR ANY OTHER LEGAL THEORY, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
23. Each party shall indemnify and hold harmless the other party from and against any and all third-party claims, demands, actions, suits, losses, liabilities, damages and all related costs and expenses, including without limitation reasonable attorneys' fees due to, arising from or relating to the negligent, willful or reckless act or omission of the indemnifying party.
24. These terms and conditions shall be governed by the law of the State of Florida, without regard to conflict of laws principles.

Customer PO: _____

Title: _____

Date: _____

Customer: _____

Customer's Signature: _____

Print Name: _____

SPECIFICATIONS

FIREKING25 VERTICAL LETTER FILES



Made in the
U.S.A.



1-hr
fire rated



30 ft
impact rated



1/2-hr
ETL rating

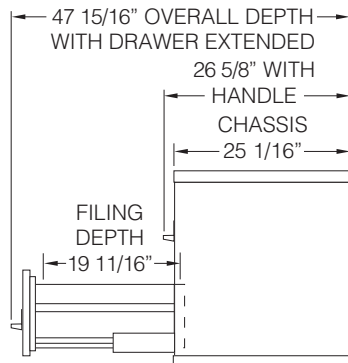


ETL
water resistant

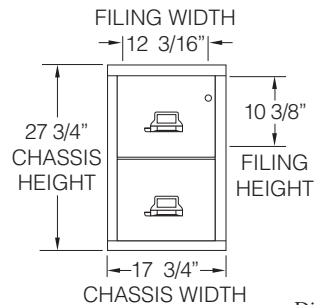


high-security
key lock

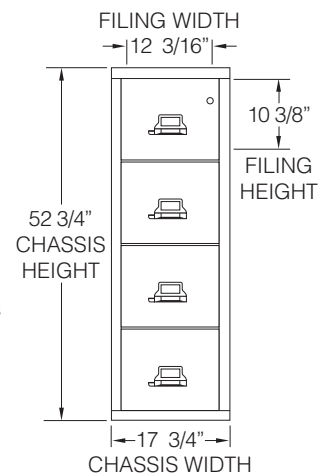
SIDE VIEW:



MODEL 2-1825-C:
287 lbs (avg. ship wt.)



MODEL 4-1825-C:
508 lbs (avg. ship wt.)



Dimensions
 $\pm 1/16$ inch

FIRE RESISTANT INSULATION is 100% gypsum, reinforced by a 1" by 2" lattice made of 14-gauge galvanized welded steel wire, providing complete peace of mind from fire, impact, or explosion.

FIELD REPLACEABLE STEEL PANELS can easily be replaced in the event that any panel is damaged.

FINISH is an environmentally-friendly electrostatic powder coating applied to all sides, including bottom. The finish is scratch-resistant, providing a lifetime quality appearance. Standard colors available include: arctic white, ivory white, parchment, tan, taupe, brown, black, sand, champagne, platinum, and pewter.

DRAWER BODIES are built with high sides for use with hanging folders – no additional frames are needed.

DRAWER SUSPENSIONS are maintenance free.

DRAWER LOCKS are UL-listed Medeco high-security key locks.

DRAWER PULLS are surface mounted to allow for extra insulation inside the drawer heads.

INSULATION BETWEEN ALL DRAWERS makes each drawer a separate insulated container.

ETL WATER RESISTANCE Verified to prevent water damage resulting from sprinklers and fire hoses.

2-POSITION DRAWER CATCH allows access to certain drawers while others remain locked.

DRAWER HEADS are formed of welded steel and filled with fire resistant insulation, and are field replaceable.

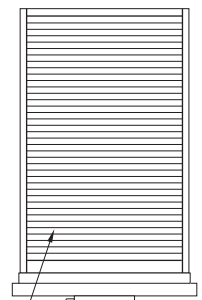
UNDERWRITERS LABORATORIES' (UL) FIRE & IMPACT RATING on all file cabinets. These models carry the 1-Hour Class 350 Fire with Impact UL label. Tests include 1 hour exterior fire exposure at 1700°F, a 2000°F explosion test, and a 30 foot drop to test impact integrity.

ETL 30 MINUTE FIRE Verified to protect hard drives, CD's, DVD's and thumbdrives.

OPTIONAL UPGRADES are available to enhance your file's appearance or functionality. Upgrades available include custom color finishes, standard lock options, casters, and interior options such as follower blocks, document inserts, trays, and inner drawers.

FIREKING'S LIMITED LIFETIME WARRANTY on all mechanical or operable parts. Associated labor costs will be paid by FireKing for two years from the date of purchase (with authorization in advance). If your FireKing file sustains any damage while protecting documents from a fire, FireKing will replace the file free of charge and ship it freight collect to original owner. For more details visit www.fireking.com.

Filing
Arrangement:



LETTER FILING
FRONT TO BACK



900 Park Place • New Albany IN 47150

800.457.2424 / 812.822.5574

www.fireking.com

Date: Wednesday, February 26, 2025

RE: Jefferson Parish Clerk of Court

Project: Bid 50-00147176 Supply, Delivery and Installation of File Cabinets

To Whom This May Concern:

The ODP Corporation is deeply committed to fostering economic development in the communities where we live and work. This dedication is exemplified through our industry leading, multi-faceted approach to small business development. Our Supplier Diversity Program plays a pivotal role in empowering diverse suppliers by fostering community engagement, building business relationships, and driving organizational growth across all facets of our operations.

We recognize the importance of engaging minority- and/or women-owned business enterprises by Jefferson Parish. Given the scope of this bid for file cabinets, the only subcontracting opportunity would be for the delivery and installation of the cabinets. After reviewing our supplier database for vendors capable of servicing Jefferson Parish and the surrounding areas, we were unable to identify an installer with a minority- and/or women-owned business certification.

We remain committed to supporting diverse suppliers and fostering meaningful partnerships that contribute to the economic vitality of our communities. Thank you for reviewing.

Sincerely,

Noelle Ordonez

Supplier Diversity Strategic Program Consultant
ODP Business Solutions, LLC

Good Faith Efforts - Contractor's License Number

As a furniture dealership, we respectfully note that furniture installation does not fall under the scope of construction as defined by the LA.R.S. 37-2150 statute. Furniture installation does not involve modifications to a building's structure and, therefore, does not require a contractor's license.

Additionally, there is no specific classification for furniture installation under Louisiana's contractor licensing requirements. This distinction is consistent with industry standards, as furniture installation is not considered construction.

To demonstrate our compliance with other applicable business requirements, we have provided the following registration details:

- **Remote Sellers Commission Number:** 000006548 (ODP)
- **Charter Number (Good Standing):** 44318770Q (ODP)

We have submitted our bid in good faith and trust that this clarification will address any concerns regarding the contractor license requirement. Should further discussion or documentation be needed, we are happy to provide additional information.



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

February 21, 2025

ADDENDUM # 1

Bid Number: 50-00147176

Bid Opening Date: February 21, 2025 at 11:00 AM
Bid Opening Date Postponed To: February 28, 2025 at 11:00 AM

Description of Bid: Supply, Delivery, and Installation of File Cabinets for Jefferson Parish Clerk of Court

REVISION:

This bid is postponed until February 28, 2025.

Sincerely,

A handwritten signature in cursive script that reads "Stacey Champagne".

Stacey Champagne
Purchasing Specialist, I

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.GOV

WEBSITE: WWW.JEFFPARISH.NET

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bond Number: 61867-HAR-22-69

Bid Bond

CONTRACTOR:

(Name, legal status and address)

ODP Business Solutions, LLC

6600 North Military Trail

Boca Raton, FL 33496

OWNER:

(Name, legal status and address)

Jefferson Parish Purchasing Department

200 Derbigny Street, General Government Bldg., Suite 4400

Gretna, LA 70053

SURETY:

(Name, legal status and principal place of business)

Harco National Insurance Company

4200 Six Forks Rd, Suite 1400

Raleigh, NC 27609

State of Inc: Illinois

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Five Percent of Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)

Supply, Delivery, and Installation of File Cabinets for Jefferson Parish Clerk of Court - Bid Number: 50-00147176

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

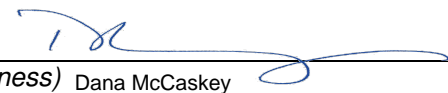
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

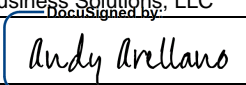
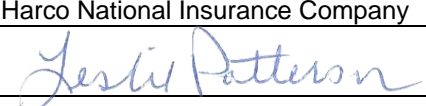
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 27th day of February, 2025


(Witness) Angelika Wallace

8D6F9CC2C647414...


(Witness) Dana McCaskey

ODP Business Solutions, LLC
(Principal)  (Seal)
(Title) Andy Arellano, Asst Risk Manager
Harco National Insurance Company
(Surety)  (Seal)
(Title) Leslie Patterson, Attorney-in-Fact



POWER OF ATTORNEY
HARCO NATIONAL INSURANCE COMPANY

Bond # 61867-HAR-22-69

INTERNATIONAL FIDELITY INSURANCE COMPANY

Member companies of IAT Insurance Group, Headquartered: 4200 Six Forks Rd, Suite 1400, Raleigh, NC 27609

KNOW ALL MEN BY THESE PRESENTS: That **HARCO NATIONAL INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Illinois, and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

RACHEL A. CHAVERIAT, BONNIE L. RICE, SARAH MAJOR, ANDREA ALLMAN, CAROLYN E. WHEELER, LESLIE PATTERSON

Knoxville, TN

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **INTERNATIONAL FIDELITY INSURANCE COMPANY** at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of **HARCO NATIONAL INSURANCE COMPANY** at a meeting held on the 13th day of December, 2018.

"**RESOLVED**, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** have each executed and attested these presents
on this 31st day of December, 2024



STATE OF NEW JERSEY
County of Essex

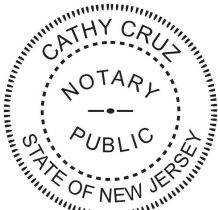
Michael F. Zurcher

Executive Vice President, Harco National Insurance Company
and International Fidelity Insurance Company

STATE OF ILLINOIS
County of Cook



On this 31st day of December, 2024, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Cathy Cruz a Notary Public of New Jersey
My Commission Expires April 16, 2029

CERTIFICATION

I, the undersigned officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, February 27, 2025

Irene Martins, Assistant Secretary



Addendum: Usage of e-Seal and e-Signature for Harco and IFIC Surety Bond Forms

Harco National Insurance Company and International Fidelity Insurance Company (herein the "Company") have authorized our network of surety partners, as granted under the attached Power of Attorney, stipulated within the terms of a signed Agency Agreement and duly appointed by the Company under a Department of Insurance appointment (where required) within all 50 U.S. States, plus U.S. territories and possessions, to affix an electronic e-seal to all bond documents as if it were a raised corporate seal. This addendum also extends to the use of an e-signature by our appointed surety partners authorized under the Company Power of Attorney.

This authority is effective on this day, the 15th of April 2024 and shall remain in place indefinitely unless and until revoked by the Company.

Harco National Insurance Company and International Fidelity Insurance Company



A handwritten signature in black ink, appearing to read "MZ", written over a horizontal line.

Authorized by: Michael F. Zurcher
Executive Vice President, Surety

Certificate Of Completion

Envelope Id: F1646F6C-CFBE-41E6-B588-6CD83FB707B9

Subject: PDF-XChange Editor: 61867-HAR-22-69 Bid Bond

Source Envelope:

Document Pages: 3

Certificate Pages: 5

AutoNav: Enabled

Envelopeld Stamping: Disabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:

Leslie Patterson

1166 Avenue of the Americas

New York, NY 10036

Leslie.Patterson@marsh.com

IP Address: 97.75.152.20

Record Tracking

Status: Original

2/27/2025 8:59:23 AM

Holder: Leslie Patterson

Leslie.Patterson@marsh.com

Location: DocuSign

Signer Events

Andy Arellano

andy.arellano@theodpcorp.com

Assistant Risk Manager

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

Andy Arellano
B9494B3E24FC47D...

Signature Adoption: Pre-selected Style

Using IP Address: 205.157.110.8

Timestamp

Sent: 2/27/2025 9:01:56 AM

Viewed: 2/27/2025 9:02:26 AM

Signed: 2/27/2025 9:02:35 AM

Electronic Record and Signature Disclosure:

Accepted: 2/27/2025 9:02:26 AM

ID: 842574af-c506-4206-b2d6-98c032a1a04b

Angelika Wallace

Angelika.Wallace@theodpcorp.com

Security Level: Email, Account Authentication
(None)

DocuSigned by:

Angelika Wallace
8D8F9CC2C647414...

Signature Adoption: Pre-selected Style

Using IP Address: 205.157.110.8

Sent: 2/27/2025 9:02:36 AM

Viewed: 2/27/2025 9:07:27 AM

Signed: 2/27/2025 9:07:38 AM

Electronic Record and Signature Disclosure:

Accepted: 2/27/2025 9:07:27 AM

ID: 63aeb7d9-3f41-4cae-8bf6-ac0da4e3c580

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Rose Tome

Rose.Tome@odpbusiness.com

ODP Business Solutions, LLC

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

COPIED

Sent: 2/27/2025 9:07:40 AM

Carbon Copy Events	Status	Timestamp
Rhonda Webb Rhonda.Webb@odpbusiness.com Mgr, Sr Business Dev Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 2/27/2025 9:07:40 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/27/2025 9:01:56 AM
Certified Delivered	Security Checked	2/27/2025 9:07:27 AM
Signing Complete	Security Checked	2/27/2025 9:07:38 AM
Completed	Security Checked	2/27/2025 9:07:40 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Marsh Surety (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Marsh Surety:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: pamela.a.beelman@marsh.com

To advise Marsh Surety of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at pamela.a.beelman@marsh.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Marsh Surety

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to pamela.a.beelman@marsh.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Marsh Surety

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to pamela.a.beelman@marsh.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Marsh Surety as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Marsh Surety during the course of your relationship with Marsh Surety.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA LLC. 155 N. WACKER, SUITE 1200 CHICAGO, IL 60661	CONTACT NAME: Marsh U.S. Operations	FAX (A/C, No): 212-948-0770	
	PHONE (A/C, No, Ext): 866-966-4664	E-MAIL ADDRESS: Chicago.CertRequest@marsh.com	
INSURED **ODP Business Solutions, LLC 6600 North Military Trail Boca Raton, FL 33496	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: National Union Fire Insurance Company Of Pittsburgh,		19445
	INSURER B: ACE Property and Casualty Insurance Company		20699
	INSURER C: AIU Insurance Company		19399
	INSURER D:		
INSURER E:			
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:**

CHI-010059521-22

REVISION NUMBER: 40

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			3980253	11/01/2024	11/01/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 0
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 15,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Self Insured Retention	\$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			4888750	11/01/2024	11/01/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			XOOG27919431 010	11/01/2024	11/01/2025	EACH OCCURRENCE	\$ 9,000,000
							AGGREGATE	\$ 9,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/> N	N / A	WC049154502 (AOS) WC049154503 (WI)	11/01/2024 11/01/2024	11/01/2025 11/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 2,000,000
A	EXCESS WORKERS COMPENSATION			XWC3332255 (IL,OH)	11/01/2024	11/01/2025	LIMIT	2,000,000
							SIR	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**ODP Business Solutions
6600 North Military Trail
Boca Raton, FL 33496

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Marsh USA LLC

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**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) ODP BUSINESS SOLUTIONS, LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. PO BOX 660113	Requester's name and address (optional)
6 City, state, and ZIP code DALLAS, TX 75266-0113		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
8	6		-	2	1	6	1	6	8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 01/01/2025
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Our Commitment

At Workspace Interiors, we are committed to meeting all your comprehensive furniture needs at the service level you deserve. Whether your project requires a full-service or collaborative approach, we have the people, knowledge, and experience to help. Our people are highly trained and highly trusted. Workspace Interiors bring skilled, experienced people from the industry and provides them with the best possible tools. Our dedicated furniture professionals will work with you to create the ideal environment for your business. We carefully consider each factor—style, efficiency, ergonomics, budget, and timeline—until the results are just right.

With over 38 locations across the United States, Workspace Interiors is a national full-service furniture dealer. We contract with top furniture manufacturers and give you individual attention through our nationwide sales and service network. Any Workspace Interiors office can tap into the extensive wealth of resources and knowledge spread out across our national network. So, no matter where you do business, you can count on Workspace Interiors to deliver the same high level of service—in Atlanta, Chicago, Dallas, Los Angeles, New York, Philadelphia, anywhere around the country. You simply won't find a more complete solution anywhere else.

