

# Foundation for California Community Colleges / Cal State Universities End User Information Sheet

Contract No. 2018.000463 | Term: August 31, 2018 – August 31, 2021  
Contract may be renewed for a maximum of two additional, 1 year terms

<b>TVR #</b>	921003																
<b>Price Guides</b>	July 9, 2018 Symmetry Office Hall of Fame Brochure																
<b>Products</b>	Benching, tables, sit/stand desks, lighting, monitor arms, keyboard trays and other accessories.																
<b>Volume Discount</b>	<b>FOB: Destination</b>																
	<table border="0"> <thead> <tr> <th><b>Tiers (List Price)</b></th> <th><b>Dock Delivery</b></th> <th><b>Delivered &amp; Installed</b></th> <th><b>Turnkey Installation</b></th> </tr> </thead> <tbody> <tr> <td>Tier 1: \$1 - \$25,000</td> <td>54%</td> <td>50%</td> <td>48%</td> </tr> <tr> <td>Tier 2: \$25,001 - \$300,000</td> <td>56%</td> <td>52%</td> <td>50%</td> </tr> <tr> <td>Tier 3: \$300,001 +</td> <td>58%</td> <td>54%</td> <td>52%</td> </tr> </tbody> </table>	<b>Tiers (List Price)</b>	<b>Dock Delivery</b>	<b>Delivered &amp; Installed</b>	<b>Turnkey Installation</b>	Tier 1: \$1 - \$25,000	54%	50%	48%	Tier 2: \$25,001 - \$300,000	56%	52%	50%	Tier 3: \$300,001 +	58%	54%	52%
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<b>Delivery</b>	21 days ARO																
<b>Payment Terms</b>	Net 30																
<b>Credit Card</b>	Credit card will be accepted.																
<b>Cancellation</b>	Orders which have entered any stage of production cannot be cancelled. Requests for cancellation are not accepted until acknowledged by Symmetry Office. In the event cancellation is accepted by Symmetry Office, cancellation charges may be for the entire amount of the order.																
<b>Ordering procedures</b>	<p>Specify model number, quantity, desired delivery date, Contract name or number, End User name, TVR number, copy of the End User PO and all other applicable information.</p> <p>Orders will be acknowledged with a Symmetry Office acknowledgement form governing the transaction. In the event an error is made in the manufacture of the product the acknowledgement will be used as the resolution document. Submit orders by email to <a href="mailto:orders@symmetryoffice.com">orders@symmetryoffice.com</a> or by fax to (480) 393-4000. Upon receipt of clean, credit approved order; Symmetry Office will enter the order into production system electronically. The ordering dealer will receive an acknowledgement back within 48 hours confirming:</p> <ul style="list-style-type: none"> <li>- Complete model number</li> <li>- All product specifications</li> <li>- Ship date</li> <li>- Shipping Instructions</li> <li>- Tagging instructions</li> <li>- Dealer purchase order number</li> </ul>																
<b>Return &amp; Restocking</b>	Restocks (returns without damage) must be approved on a case by case basis. If approved, a restocking fee of 25% will apply to all non-warranty returns. All items must be returned in undamaged, resell-able condition and in original packaging and shipped at the customer's expense to Symmetry Office, Inc. Products must be returned within 10 days of receipt. Custom products (non-catalog and special order) will not be restocked under any conditions. Costs associated with installation, etc. of defective parts will not be reimbursed. After packages have been inspected and approved, your account will be credited appropriately, or a replacement will be sent if requested. No credit will be issued for damaged or unauthorized product returns.																
<b>Warranty</b>	<p>Lifetime Warranty Coverage: All Symmetry office products, except where noted below.</p> <p>12-Year Warranty Coverage: Benching, Tables and Height Adjustable Tables: Captiva, Largo</p> <p>10-Year Warranty Coverage: Benching, Tables and Height Adjustable Tables: Flow 2.0</p> <p>7-Year Warranty Coverage: Benching, Tables and Height Adjustable Tables: Voyager</p> <p>5-Year Warranty Coverage: Filing</p> <p>1-Year Warranty Coverage: Keyboard Trays</p>																
<b>Contract Administration</b>	<p>Derek Cairo; Manager, Contracts 6415 Katella Avenue, Cypress CA 90630 Ph: 888.274.8664   Fax: 714.995.4855 Email: <a href="mailto:dcairo@exemplis.com">dcairo@exemplis.com</a></p>																
<b>Sales Contact</b>	<p><b>Northern California Territory Manager (North of Visalia)</b> Shawn Davis Ph: (415) 516-4245   <a href="mailto:sdavis@exemplis.com">sdavis@exemplis.com</a></p>																

**Los Angeles Area Territory Manager (South of Visalia)**

John Swanstrom

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**San Diego & Inland Empire County**

Keefe Collins;

Ph: (714) 713-0874 | [kcollins@exemplis.com](mailto:kcollins@exemplis.com)

**Contract Notes**

FCCC has embarked upon developing a robust and demanding program of various furniture and building fixtured to address the physical environment needs of its stakeholders.

FCCC helps colleges, universities, and K-12 districts build and operate their institutions more effectively through programs and services that drive excellence while saving millions of dollars annually.

FCCC Contract is available to California Community College Districts, CSU system (comprised of 23 campuses), UC System (comprised of 9 campuses), Association of Independent California Colleges and Universities (80 private non-profit colleges and universities), California K-12 Schools, and all other City, County and State Entities.

**Stated below please find negotiated rates for services and storage space.**

Maximum \$70 per hour charge for additional design services beyond the original layout with two revisions provide for in the Contract

Maximum \$40 per hour charge for after-hours installation

Maximum \$70 per hour charge for project management services for end users who buy drop ship only

Maximum \$40 per hour for prevailing wage for installation labor

Maximum \$50 per hour for additional services (such as walk-up of products, double handling, etc.)

Maximum \$50 per hour for additional services for existing products

Maximum \$50 per hour for all physical labor rates for end users who buy drop ship only

Maximum \$2.19 per square foot for costs of storage beyond 30 days as stated in the Contract

Maximum \$100 per hour for additional equipment