



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF AWARD/RENEWAL**

DATE:	October 1, 2025
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Office Furniture
CONTRACT NUMBER:	2406B
COMMODITY CODE:	425.48
CONTRACT PERIOD:	October 1, 2025 through September 30, 2026
RENEWAL OPTIONS:	1 remaining one-year renewal period through 2027
USER DEPARTMENT:	All County
Contact Name:	Kennedy Venaglia
Phone Number:	804-652-3640
Email Address:	kwvenaglia@henrico.k12.va.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Ball Office Products
Address:	2100 Westmoreland Street
City, State:	Richmond, VA 23230
Contact Name:	Melissa Ball
Phone Number:	804-204-1774
Email address:	melissa@ballop.com
ORACLE SUPPLIER NUMBER:	1830
BUSINESS CATEGORY:	Small, Woman-Owned
PAYMENT TERMS:	Net 30
DELIVERY:	As needed
FOB:	County of Henrico
BUYER: Name:	Jon Creger, VCA, VCO
Title:	Procurement Analyst II
Phone:	804-501-5664
Email:	Cre057@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

PRICE SCHEDULE – CONTRACT NO. 2406B

Furniture Line	Discount Percentage off Manufacturer's List Price
Dar Ran	53.50%
Global	55.20%
HON	61.20%
Indiana	55.10%
JSI	56.80%
OFS	52.1%
Open Plan Systems	80.1% - Systems, 60% - Seating
	\$45 per man hour to disassemble and remove existing modular furniture workstations.
Sit-On-It	54.20%
St. Timothy	55%
Trendway	47%
	\$45 per man hour to disassemble and remove existing modular furniture workstations.

A. General Requirements.

1. Prices quoted shall be a discount from the manufacturer or wholesaler's current list price. Bidders must be an authorized distributor for the product line(s) bid.
2. Discounted price shall include all freight and shipping (including fuel or material surcharges), unloading, unpacking, installation, department specified placement, and removal of all debris from the premises.
3. Bidders do not need to bid on all line items to be considered for award.
4. Bidder(s) bidding on items 10, 11, 21 and 28 (respectively, Haworth, Herman Miller, Open Plan Systems and Trendway) shall include a labor rate per man hour to disassemble and remove existing modular furniture workstations on the Bid Form. Disassembled furniture workstations will be moved to a County facility to be determined at the time the work is requested.
5. All warranties either expressed or implied which are inherent in products specified shall be applicable to products furnished as the result of this solicitation unless exception(s) as noted when bids are submitted. Detailed written warranty information shall be provided with delivery of all furniture.

B. Requirements of Successful Bidders.

1. Successful Bidders shall provide current catalogs and price lists upon request from any using department at no additional cost to the County, HCPS or the HCSO.
2. Successful Bidders shall provide outside salespeople to provide professional design services for layout of furnishings as needed, at no additional cost to the County.

3. Successful Bidders shall provide detailed quotes for all orders to include at a minimum, the manufacturer, model number, list price, discount percentage, discount price and total pricing.

C. Delivery Requirements of Successful Bidders.

1. Successful Bidder(s) shall make deliveries to various Henrico County, HCPS and HCSO buildings after receipt of an authorized purchase order. Repeated delays or partial deliveries shall be interpreted as failure to meet contractual obligations and may be cause for cancellation of the contract. Delivery shall be in quantities specified at the time of order.
2. Successful Bidder(s) shall make deliveries within 90 to 120 days of receipt of a purchase order from the County, HCPS or HCSO. Exceptions to these delivery requirements may be granted due to manufacturing delays. Delays must be communicated to the County, HCPS and HCSO in a timely manner.
3. The Successful Bidder(s) shall have delivery tickets signed by an authorized County, HCPS or HCSO employee or agent verifying quantities received and properly installed. Provide a copy of the signed delivery tickets with corresponding invoice.
4. Detailed written warranty information must be provided upon delivery of furniture.

D. Installation Requirements of Successful Bidders.

1. All items installed shall be free of blemishes, scratches, dents, etc.
2. Successful Bidder(s) shall remove all packing materials and other residue caused by the installation.
3. Successful Bidder(s) shall be responsible for damages incurred by their actions to County, HCPS' or HCSO' property during installation. The Successful Bidder(s) shall promptly remedy damage and loss to property caused in whole or in part by the contractor, sub-contractors or anyone directly or indirectly employed by any of them. Successful Bidder(s) shall provide protection doorjambs, floor coverings, cabs, etc. as necessary to prevent damage to such.
4. The Successful Bidder(s) shall be responsible for the security of any tools or products left unsupervised.