



Jon Czerwinski

Phone: 404-807-1470
jon.czerwinski@staples.com

QUOTATION

BI-407675

SOLD TO:

Rock Island Milan Cusd #41

SHIP TO:

HR Dept & Board Room

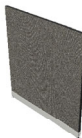
2000 7th Ave
Rock Island IL 61201

Project: HR Modifications & Board Room

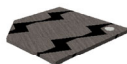
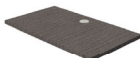
BI / QUOTE #		DATE		CONTRACT #		SALESPERSON	
BI-407675		8/5/2026		Sourcewell		Jon Czerwinski	
Line #	Qty.	Part Number & Description			Sell \$	Ext Sell \$	
1	8	HON	HEC80PLN	80H "L" Connector Post	\$81.60	\$652.80	
		Select Paint Grade		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		
							
2	8	HON	HEC80PTN	80H "T" Connector Post	\$79.22	\$633.76	
		Select Paint Grade		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		
							
3	8	HON	HECSL	"L" Connector Strap	\$8.50	\$68.00	
							
4	8	HON	HECST	"T" Connector Strap	\$12.58	\$100.64	
							

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5	4	HON	HEFEC50P	Panel Finished End Covers 50H		\$31.28	\$125.12
			Select Paint Color	\$(P1)	P1 Paint Opts		
			Select Grade 1 Paint	.LOFT	Loft		
6	12	HON	HEFEC80P	Panel Finished End Covers 80H		\$38.08	\$456.96
			Select Paint Color	\$(P1)	P1 Paint Opts		
			Select Grade 1 Paint	.LOFT	Loft		
7	1	HON	HEOHRTA1542	15H x 13"D x 42W Flipper Door Overhead		\$243.78	\$243.78
			FD	\$(P1)	P1 Paint Opts		
			Select Paint	.LOFT	Loft		
			Select Grade 1 Paint				
8	1	HON	HEOHRTA1560	15H x 13"D x 60W Flipper Door Overhead		\$334.56	\$334.56
			FD	\$(P1)	P1 Paint Opts		
			Select Paint	.LOFT	Loft		
			Select Grade 1 Paint				
9	8	HON	HES1530G	Glass Stacker 15H x 30W		\$240.38	\$1,923.04
			Select Paint Color	\$(P1)	P1 Paint Opts		
			Select Grade 1 Paint	.LOFT	Loft		
			Select Glass	.Q	Clear		
10	20	HON	HES1536G	Glass Stacker 15H x 36W		\$248.88	\$4,977.60
			Select Paint Color	\$(P1)	P1 Paint Opts		
			Select Grade 1 Paint	.LOFT	Loft		
			Select Glass	.Q	Clear		
11	8	HON	HES1542G	Glass Stacker 15H x 42W		\$274.72	\$2,197.76
			Select Paint Color	\$(P1)	P1 Paint Opts		
			Select Grade 1 Paint	.LOFT	Loft		
			Select Glass	.Q	Clear		

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12	4	HON	HES1560G	Glass Stacker 15H x 60W	\$337.62	\$1,350.48	
		Select Paint Color		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		
		Select Glass		.Q	Clear		
13	4	HON	HESDMK30	Accelerate Sliding Door Frame 30"W	\$87.04	\$348.16	
		Select Paint Color		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		
							
14	2	HON	HESDMK36	Accelerate Sliding Door Frame 36"W	\$91.12	\$182.24	
		Select Paint Color		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		
							
15	2	HON	HETC30	Panel Top Cap 30"W	\$24.48	\$48.96	
		Select Paint Color		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		
16	6	HON	HETC36	Panel Top Cap 36"W	\$31.28	\$187.68	
		Select Paint Color		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		
17	1	HON	HETC42	Panel Top Cap 42"W	\$32.30	\$32.30	
		Select Paint Color		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		
18	1	HON	HETC60	Panel Top Cap 60"W	\$43.86	\$43.86	
		Select Paint Color		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		

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19	2	HON	HETP6530FP	Tackable Panel w/o TC 65H x 30W		\$218.62	\$437.24
			Fabric Selection	\$(B)	Grd B Fabric		
			Grade B Fabric Selection	.TRRN	Terrain		
			Select Terrain Fabric	20	Ridge		
			Select Paint Color	\$(P1)	P1 Paint Opts		
			Select Grade 1 Paint	.LOFT	Loft		
20	6	HON	HETP6536FP	Tackable Panel w/o TC 65H x 36W		\$235.28	\$1,411.68
			Fabric Selection	\$(B)	Grd B Fabric		
			Grade B Fabric Selection	.TRRN	Terrain		
			Select Terrain Fabric	20	Ridge		
			Select Paint Color	\$(P1)	P1 Paint Opts		
			Select Grade 1 Paint	.LOFT	Loft		
21	1	HON	HETP6542FP	Tackable Panel w/o TC 65H x 42W		\$255.68	\$255.68
			Fabric Selection	\$(B)	Grd B Fabric		
			Grade B Fabric Selection	.TRRN	Terrain		
			Select Terrain Fabric	20	Ridge		
			Select Paint Color	\$(P1)	P1 Paint Opts		
			Select Grade 1 Paint	.LOFT	Loft		
22	1	HON	HETP6560FP	Tackable Panel w/o TC 65H x 60W		\$289.00	\$289.00
			Fabric Selection	\$(B)	Grd B Fabric		
			Grade B Fabric Selection	.TRRN	Terrain		
			Select Terrain Fabric	20	Ridge		
			Select Paint Color	\$(P1)	P1 Paint Opts		
			Select Grade 1 Paint	.LOFT	Loft		
23	4	HON	HEVHF30P	In-Line Variable Height Finishing Kit 30H		\$41.48	\$165.92
			Select Paint Color	\$(P1)	P1 Paint Opts		
			Select Grade 1 Paint	.LOFT	Loft		
24	6	HON	HH18042SD	Abound Sliding Door 80"H x 42"W		\$1,461.32	\$8,767.92
			Select Paint Color	\$(P1)	P1 Paint Opts		
			Select Grade 1 Paint	.LOFT	Loft		
25	2	HON	HH871236	Electrical Power Harness 36W 3-1 & 2-2 Systems		\$105.74	\$211.48
							

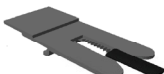
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26	1	HON	HH871242	Electrical Power Harness 42W 3-1 & 2-2 Systems	\$111.18	\$111.18	
							
27	1	HON	HH871260	Electrical Power Harness 60W 3-1 & 2-2 Systems	\$111.18	\$111.18	
							
28	3	HON	HH871501	Duplex Receptacle Circuit 1 3-1 & 2-2 Systems	\$22.78	\$68.34	
		Select Duplex Color		.LOFT	Loft		
29	2	HON	HCKTPS	Straight Connector Kit	\$11.56	\$23.12	
		Select Paint Color		.X	No Option		
30	1	HON	HVFB23R	Box/Box/File 28H x 22 7/8D x 15W	\$285.26	\$285.26	
		Select Lock Option		.L	Lock		
		Select Paint Color		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		
31	1	HON	HVFF23R	File/File 28H x 22 7/8D x15W	\$282.54	\$282.54	
		Select Lock Option		.L	Lock		
		Select Paint Color		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		
32	1	HON	HCTL242	24D Cantilever One Pair	\$43.18	\$43.18	
		Select Paint Color		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		

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33	1	HON	HHN831124	Flat Bracket 24D		\$33.32	\$33.32
		Select Color Option		.S	Charcoal		
34	1	HON	HLSLZ5SC60	48"W External Stiffener		\$66.22	\$66.22
		Select Color Option		.P	Black		
35	2	HON	HRVCLG24	Abound 29"H x 24"D Abound Universal Support Leg		\$98.94	\$197.88
		Select Paint Color		\$(P1)	P1 Paint Opts		
		Select Grade 1 Paint		.LOFT	Loft		
36	1	HON	HWCS3624P	Systems Corner Worksurface 36Wx24D Edgeband Straight		\$242.42	\$242.42
		Select Laminate		\$(L2STD)	Grd L2 Standard Laminates		
		Select Grade 2 Laminate Finish		.LPT1	Portico Teak		
		Select Edgeband Color		.DP	Portico Teak		
		Select Grommet Color		.LOFT	Loft		
37	1	HON	HWR2442P	Systems Rectangular Worksurface Edgeband 24D x 42W		\$196.86	\$196.86
		Select Laminate		\$(L2STD)	Grd L2 Standard Laminates		
		Select Grade 2 Laminate Finish		.LPT1	Portico Teak		
		Select Edgeband Color		.DP	Portico Teak		
		Select Grommet Color		.LOFT	Loft		
38	1	HON	HWR2454P	Systems Rectangular Worksurface Edgeband 24D x 54W		\$222.36	\$222.36
		Select Laminate		\$(L2STD)	Grd L2 Standard Laminates		
		Select Grade 2 Laminate Finish		.LPT1	Portico Teak		
		Select Edgeband Color		.DP	Portico Teak		
		Select Grommet Color		.LOFT	Loft		
39	1	HON	HWR2460P	Systems Rectangular Worksurface Edgeband 24D x 60W		\$246.50	\$246.50
		Select Laminate		\$(L2STD)	Grd L2 Standard Laminates		
		Select Grade 2 Laminate Finish		.LPT1	Portico Teak		
		Select Edgeband Color		.DP	Portico Teak		
		Select Grommet Color		.LOFT	Loft		

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40	1	HON HIWMM Ignition 2 Task Mid-back	\$413.23	\$413.23
	Control Type		.Y1	Synchro-Tilt W Seat Slider
	Select Arm Type		.A	Height and Width Adj. Arm
	Select Caster/Glide Option		.S	Black All-Surface Caster
	Select Mesh Color		.IC	4-Way Charcoal
	Select Upholstery		\$(1)	Grade 1 Uph
	Grade 1 Fab		.ENSB	Ensemble
	Ensemble Fabric		32	Scarlet
	Select Lumbar		.BL	Black Adjustable Lumbar
	Select Base		.SB	Standard Base
	Select Frame Color		.T	Black

41	10	HON HMG2 Motivate 4-Leg Stack Chair-Uph Seat-Set/2	\$453.22	\$4,532.20
	Select Arm Type		.N	No Arm
	Select Caster Option		.S	Soft Caster
	Select Shell Color		.LA	Lava
	Select Upholstery		\$(1)	Grade 1 Uph
	Grade 1 Fab		.ENSB	Ensemble
	Ensemble Fabric		32	Scarlet
	Select Frame Color		.CBK	Charblack

42	6	KIM K82PGB PAIRINGS,LOUNGE,PERCH,GANGING BRACKET	\$29.98	\$179.88
				

43	1	KIM 55N246029RTT ZING,24DX60WX29H,TRAINING TABLE,RECTANGLE,T LL LEG,TFL	\$575.18	\$575.18
RIM PROFILE/COLOR		VPT	SOFTENED,PORTICO	
GROMMET CUTOUT		X	NO CUTOUT	
LAMINATE GROUP		STD	STANDARD LAMINATE	
LAMINATE COLOR		PT	PORTICO	
COLUMN PAINT		STD	STANDARD,NON-METALLIC I	
PAINT COLOR		462	CINDER	
BASE PAINT		STD	STANDARD,NON-METALLIC I	
PAINT COLOR		462	CINDER	
GANGING POWER		N	NO	
MOBILE		Y	YES	

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Line #	Qty.	Part Number & Description		Sell \$	Ext Sell \$
44	4	KIM	55N247229CRT ZING,24DX24W29H,TRAINING TABLE,CRESCENT,T LL LEG,TFL	\$686.34	\$2,745.36
			 RIM PROFILE/COLOR GROMMET CUTOUT LAMINATE GROUP LAMINATE COLOR COLUMN PAINT PAINT COLOR BASE PAINT PAINT COLOR GANGING POWER MOBILE	VPT X STD PT STD 462 STD 462 N Y	SOFTENED,PORTICO NO CUTOUT STANDARD LAMINATE PORTICO STANDARD,NON-METALLIC I CINDER STANDARD,NON-METALLIC I CINDER NO YES

45	1	SUIRCHARGE	Kimball Surcharge	\$1,157.27	\$1,157.27
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46	1	SURCHARGE	HNI Surcharge	\$303.56	\$303.56
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47	1	LABOR	LABOR TO INSTALL NEW PRODUCT AND RECONFIGURE EXISTING	\$9,600.00	\$9,600.00
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Line #	Qty.	Part Number & Description	Sell \$	Ext Sell \$
			Grand Total Sell:	\$47,083.66

----- Special Instructions -----

Return Policy: Furniture is sourced specifically for the customer and is non-returnable. Damaged or Defective items will be repaired or replaced in keeping with the manufacturer warranties in place at time of order.
Applicable Sales Tax will be added at time of invoicing.

----- Additional Instructions -----

*Signature indicates acceptance of above quotation as well as the review and agreement to terms and conditions included with this quotation.

Accepted by	Title	Date	PO Number
			Grand Total Sell: \$47,083.66

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FURNITURE TERMS AND CONDITIONS

These Terms and Conditions ("T&Cs") apply to all furniture products and services sold by Staples Contract & Commercial LLC ("Staples"). Throughout these T&Cs, your organization will be referred to as "Buyer" or as a "Party". These T&Cs, together with the quote with which these T&Cs are provided/incorporated, form a binding agreement between Staples and Buyer.

1) **PRICES OF PRODUCTS AND SERVICES.** Buyer may purchase and Staples shall provide the furniture products ("Products") and related services ("Services") at the prices set forth in Staples' written quote. All written quotes for the Products shall be governed by the terms and conditions of these T&Cs and any Exhibit if attached hereto. The purchase price of the Products does not include freight, handling, installation, insurance, sales or other taxes. Staples' prices are subject to change pursuant to the provisions contained herein and as quoted by Staples to Buyer for each project quoted. Freight, handling and installation charges are invoiced separately. Staples reserves the right to reasonably adjust a Product's price if extraordinary market events require immediate adjustment (e.g., shortages, trade disputes, natural disasters, etc.) and to adjust pricing with the impact of tariffs, customs, or duties imposed on Products. Staples will work with Buyer to identify alternative Products to mitigate customs impact where possible.

2) **TERM.** Either party shall have the right to terminate the provision of Products and Services pursuant to these T&Cs, for any reason, upon thirty (30) calendar days' prior written notice to the other party. All Products and Services quoted as of the effective date of termination shall be invoiced to Buyer upon termination. In the event of a termination by either party or upon cancellation or expiration of the Agreement, Buyer agrees to promptly pay all amounts owed to Staples. Following termination, Staples reserves the right to withhold shipment of Products until all past due invoices owed to Staples by Buyer are paid.

3) **DESIGN.** Designs, plans, drawings, specifications, and samples (and the contents thereof) provided in connection with the Products are the property of Staples, and may not be used, reproduced or distributed in whole or in part without Staples' written consent.

4) **SHIPPING.** Staples shall not be responsible for delays or defaults caused by others or by circumstances beyond its control. Unless Buyer has specified shipping instructions in writing herein or by subsequent written notice, shipment and delivery will be made by the designated carrier and in the manner deemed best by Staples, including partial shipments.

5) **RISK OF LOSS AND DAMAGE.** Title and risk of loss or damage to the Product shall pass to Buyer when it is delivered to Buyer or Buyer's agent, whichever first occurs. Staples shall not be liable for any shipping damage, delay, default, loss or expense occurring during or attributable to transportation by any third-party carrier.

6) **DELIVERY AND INSTALLATION.** If delivery and installation are part of this sale, the following provisions shall apply:

- A. **Installation Site Condition** - Buyer will ensure the site is clean and free of debris prior to installation. If Staples must remove or assist in removing existing furniture or equipment at the job site, Buyer shall pay Staples for this Service, as separately invoiced.
- B. **Installation Site Services** - Electricity, heat, and elevator service will be furnished at Buyer's expense. Buyer shall provide adequate facilities for docking, moving and handling of Products.
- C. **Special Packaging or Handling** - If special packaging or handling not contained in these T&Cs is required, Buyer shall pay an extra charge as invoiced separately.
- D. **Delivery/Installation** - Delivery and installation will be during normal business hours (8:00 AM to 5:00 PM local time Monday through Friday, except for Staples designated holidays). Buyer shall pay additional labor costs resulting from overtime work performed at Buyer's request. Staples shall designate the personnel to install the Products sold herein. Buyers shall be responsible for obtaining proper permits for the installation. If regulations in force at the time of installation require the use of tradesmen at the site other than Staples designated personnel, Buyer shall pay for any additional costs incurred. If the Products must be moved due to progress of other trades, or other reason, the Buyer agrees to pay the extra cost of moving.
- E. **Storage Space** - Unless the Products arrive at the site earlier than the date requested, the Buyer shall provide safe and adequate storage space at the Buyer's expense. If the space provided is inadequate or inconveniently located (such as on another floor) or requires excessive sorting or other additional expense, the Buyer shall pay the associated cost or expense.

7) **INSTALLATION DELAYS.** If construction delays or other causes are not within Buyer's or Staples' control force postponement of an installation as scheduled, Staples or the Buyer shall store the Products until installation can be resumed, and the Products shall be considered accepted by the Buyer for purposes of invoicing and payment. Buyers shall pay all transfer and storage charges incurred.

8) **COMPLETION OF INSTALLATION.** Within a reasonable time after installation, authorized representatives of Staples and Buyer shall inspect the Product for conformity with the order and for defects and/or damages and shall note all such mutually agreed upon items on an installation "Service Report". Upon completion of the inspection, the representatives of Staples and Buyer shall sign the Service Report, which shall constitute acceptance of Products installed, except as noted in the Service Report.

9) **CHANGE ORDER/CANCELLATION.** Any order changes must be submitted in writing. Staples will use commercially reasonable efforts to accommodate Buyer's written change order request. All changes/cancellation requests shall be evaluated at the time of request by Staples and are subject to revised lead times and/or additional charges as applicable.

10) **RETURNS POLICY.** Custom or made to order Products, or Products sourced specifically for Buyer are not eligible for return. Upon approval by Staples, stocked inventory Product may be returned subject to a restocking fee exclusive of freight and delivery. Returned Product must be in new and unused condition and returned in its original carton within 14 days of receipt.

11) **PAYMENT.** Buyer may be required to pay a deposit of 50% of the total purchase price of the Product ordered. Payment terms are net 30 days from the date of shipment and net 10 days on a consolidated billing method (e.g. weekly, monthly). For partial shipments, payment shall be due only for Products received. The remaining balance for any partial shipment shall be due within terms following installation of the Product. Staples may invoice Buyer at any time following shipment of the Product. Buyer shall pay the net amount shown on the face of the invoice. Credit cards shall not be accepted unless otherwise agreed by Staples. Staples reserves the right to charge interest on any past due amount at the rate of 1.5% per month, or the maximum rate legally permitted, whichever is less. Staples shall be entitled to recover its costs of collection, including

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reasonable attorneys' fees.

Mail check to: Staples PO BOX 208897 Dallas TX 75320-8897

ACH Instructions

- Account Name: Staples Contract & Commercial, LLC
- Account Number: 4654634682
- ACH and Wire Routing Number: 121000248
- BIC (Swift Routing): WFBUS6S
- Wells Fargo Address: 420 Montgomery Street, San Francisco, CA 94163

12) **TAXES.** Staples may collect, and Buyer shall pay, any taxes, which Staples may be required to pay or collect by law in connection with this sale. Any such taxes will be added to the price at time of invoicing, and the Buyer shall pay the same unless the Buyer shall furnish written proof thereof of exemption to Staples prior to the estimated shipping date. The appropriate tax rate will be based on where the Product is received.

13) **LIMITED WARRANTY.** Staples will pass through all manufacturers' warranties for the Products sold to Buyer in lieu of any other express or implied warranties by Staples. STAPLES EXPRESSLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, NON-INFRINGEMENT, MERCHANTABILITY, FITNESS FOR A PARTICULAR USE OR PURPOSE, OR ANY OTHER STATUTORY OR COMMON LAW WARRANTY.

14) **LIMITATION OF LIABILITY.** Neither party shall be liable to the other for any special, indirect, incidental, consequential, or punitive damages of any kind even if advised of the possibility thereof. In no event shall Staples' liability (whether in contract, tort or otherwise) for damages arising out of the sale, delivery, installation, use or performance of the Product exceed the purchase price of the Product from which the claim arises.

15) **CONFIDENTIALITY.** The parties will not disclose any confidential information furnished by the other party, except as required by law. For purposes hereof, confidential information includes, but is not limited to, each party's customer lists, prices, purchasing patterns, and financial information provided by either party, whether or not marked as confidential. In the event a party believes it is required by subpoena or other legal process to disclose confidential information received from the other party, it will give prompt written notice to such other party prior to making any disclosures. If this section is breached, the parties agree that monetary damages may not be sufficient to remedy such breach and that the non-breaching party may suffer irreparable damages, and therefore, the parties agree that the non-breaching party will be entitled to equitable and injunctive relief.

16) **PRESS RELEASES AND ADVERTISEMENTS.** Unless expressly required by applicable law, neither party shall, without the prior written consent of the other, issue press releases, marketing literature, public statements, or in any way engage in any other form of public disclosure relating to these T&Cs.

17) **SECURITY INTEREST.** Staples reserves and Buyer grant to Staples a purchase money security interest in the Product and in the proceeds thereof to secure any payment due hereunder including subsequent invoices. Upon Staples request, Buyer shall execute financing statements and other documents reasonably requested by Staples to protect Staples' security interests. Buyer shall maintain the Product in good condition; keep the Product free from liens and encumbrances; and shall not use or permit use of the Product in a manner likely to damage it, nor remove or permit the removal of the Product from the installation location, nor permit the disassembly of the Product and shall permit inspection by Staples' representative at reasonable times. Buyer shall procure and maintain fire, extended coverage, vandalism and malicious mischief insurance to the full insurable value of the Products, with loss payable to Staples as its interest may appear.

18) **INDEMNIFICATION.** Each party ("Indemnifying Party") shall defend, hold harmless and indemnify the other, its officers, directors, employees, and agents ("Indemnified Party") from and against all third-party claims, damages, or causes of action arising out of or related to the Indemnifying Party's grossly negligent acts or omissions or material breach of any representation, warranty, covenant or obligation under these T&Cs. The Indemnified Party will (a) notify the Indemnifying Party promptly in writing of such action, (b) give the Indemnifying Party sole control of the defense and settlement of such action and (c) provide the Indemnifying Party with all reasonable information and assistance requested.

19) **FORCE MAJEURE.** Neither party shall be liable for delays or impairment of performance resulting in whole or in part from acts of God, labor disruptions, shortages, inability to procure product, supplies or raw materials, severe weather conditions, acts of subcontractors, interruption of utility services, acts of governments, or any other circumstances or causes beyond the control of either party in the conduct of its business.

20) **ASSIGNMENT.** Neither party may assign the benefits of these T&Cs without the prior written consent of the other, provided however that Staples may assign these T&Cs to any affiliate, subsidiary or controlled entity. Any party who is assigned these T&Cs is bound to all of the terms and conditions contained herein.

21) **INSURANCE.** Staples shall at its expense maintain: (i) commercial general liability insurance with limits of at least \$1,000,000 combined single limit per occurrence; (ii) if deliveries are to be made by Staples to any Buyer facility, automobile bodily injury and property damage liability insurance covering owned, non-owned and hired automobiles, the limits of which shall not be less than \$1,000,000 combined single limit per occurrence; (iii) employer's liability insurance, the limits of which shall not be less than \$1,000,000; (iv) workers' compensation insurance as prescribed by applicable law; and (v) umbrella/excess coverage in the amount of \$4,000,000 per occurrence. With respect to the coverage described in (i), (ii), and (v) above, Staples shall (a) name Buyer as an additional insured for loss or damage arising out of Staples' products or services under these T&Cs; (b) name Buyer's landlord or property manager as an additional insured when deliveries or services are to be made or performed by Staples at any Buyer facility; (c) waive insurer's subrogation rights against Buyer and Buyer's landlord or property manager, except to the extent loss or damage is caused solely by Buyer or Buyer landlord or property manager; (d) provide primary, non-contributory coverage to additional insureds to the extent loss or damage results from products or services under these T&Cs; and (e) be insured with insurance companies of recognized standing rated A VIII or better by A.M. Best. Buyer and Buyer's landlord or property manager shall receive prior written notice of cancellation in accordance with the policy provisions.

22) **GOVERNING LAW.** The provisions of these T&Cs shall be construed in accordance with the laws of the State of New York excluding its conflicts of law provisions.

Prepared by: Theresa Barthuly

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BI / QUOTE #	DATE	CONTRACT #	SALESPERSON
BI-407675	8/5/2026	Sourcewell	Jon Czerwinski

<u>Line #</u>	<u>Qty.</u>	<u>Part Number & Description</u>	<u>Sell \$</u>	<u>Ext Sell \$</u>
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