DAILY ROLL CALL

BUSINESS & LABOR ____ COMMITTEE

Soch LEGISLATIVE SESSION -- 1987

Date January 22, 1987

NAME	PRESENT	ABSENT	EXCUSED
REP. LES KITSELMAN, CHAIRMAN	L-		
REP. FRED THOMAS, VICE-CHAIRMAN	1-		
REP. BOB BACHINI	u		
REP. RAY BRANDEWIE	L-·		
REP. JAN BROWN	1		
REP. BEN COHEN	W		
REP. JERRY DRISCOLL	·		
REP. WILLIAM GLASER			
REP. LARRY GRINDE	L		
REP. STELLA JEAN HANSEN	L		
REP. TOM JONES	<i>L</i>		
REP. LLOYD MCCORMICK	L-		
REP. GERALD NISBET			
REP. BOB PAVLOVICH	L		
REP. BRUCE SIMON	L-		
REP. CLYDE SMITH	L		
REP. CHARLES SWYSGOOD	L-		
REP. NORM WALLIN	L-		

MINUTES OF THE MEETING BUSINESS AND LABOR COMMITTEE 50TH LEGISLATIVE SESSION

January 22, 1987

The meeting of the Business and Labor Committee was called to order by Chairman Les Kitselman on January 22, 1987 at 8:00 a.m. in Room 312-F of the State Capitol.

ROLL CALL: All members were present.

HOUSE BILL NO. 199 - Automobile Liability Insurance on the Person Rather Than on the Vehicle sponsored by Rep. William (Red) Menahan, House District No. 67, Anaconda. Rep. Menahan stated that this bill proposes to insure the driver instead of the vehicle. He stated that something needed to be done to help the consumer in the state of Montana.

PROPONENTS

Rep. Jerry Driscoll stated that this bill would make getting insurance more simple because he could insure the members of his family instead of all four of his cars.

OPPONENTS

Roger McGlen, Independent Insurance Agents Association of Montana. Mr. McGlen stated that in 1915 the driver was insured without regard to the vehicle he owned, and due to the cost and other reasons this type of insurance was dropped as unworkable in 1920. He said this was again studied in 1953, and it was determined that it must be uniformly adopted throughout the states and regions to make it applicable, financial responsibility laws, the motor carrier laws, and the compulsory auto insurance laws would have to be amended.

He believes that this bill would reduce protection to the Montana insurance consumer. He commented that the personal auto policy now conforms to the state laws of any state that a driver is driving through, and if a law like this is adopted, which is unique in the United States, it would be difficult for a policy to conform. He said that all family members are covered under the current policy plan, and he believes that there will not be any premium cost savings to the consumer. He also stated that under compulsory auto laws in Montana proof of insurance has to be given when a drivers' license is issued or renewed, but if the driver is insured without regard to the vehicle owned, each licensed

person would have to demonstrate insurance or financial responsibility.

Tanya Ask, Montana Insurance Department, State Auditor's Office. Ms. Ask stated they do not believe that it has been clearly shown that this would be in the best interests of all insurance consumers.

Glen Drake, representing the Montana Insurance Association. Mr. Drake stated that there is no question that the cost of changing the underwriting plan is going to have to be borne by the insurance consumer of Montana. He said that this is going to cost a lot more than it will benefit the consumer.

QUESTIONS

Questions were asked regarding the various aspects of insurance coverage.

CLOSING

Rep. Menahan stated that currently if a person doesn't own an automobile, he can't buy insurance. He said a person can get a drivers' license but can't get insurance unless he owns a car. He commented that if this bill does not pass, then at least make inquiries of the insurance industry to find out why the consumers are not being treated fairly, and ask them to provide more information on why the consumer does not have a better chance of purchasing insurance in the state.

HOUSE BILL NO. 147 - Temporary Insurance Agent's License Authorized, sponsored by Rep. Dennis Nathe, House District No. 19, Redstone. Rep. Nathe stated that this bill was at the request of the State Auditor's Office requesting authority to grant a temporary license to those people that write title insurance. He stated the legislation passed in 1985 that mandated that people who write title insurance take and pass a test before they could write title insurance creates a hardship on the agents in small abstract companies. He stated that the State Auditor has found a firm that does provide educational courses in title insurance and has put those people in contact with the firm; and she is asking for the authority to extend the grace period so they can have another chance to pass the test and comply with the law.

PROPONENTS

Tanya Ask, Montana Insurance Department, State Auditor's Office. Ms. Ask explained that this bill would allow the Commissioner to authorize temporary agents' licenses in

certain emergency situations. She stated they wanted the ability to authorize a temporary license in certain situations such as the title situation in a rural community where the agent has not been able to pass the examination for some reason to give him a chance to take and pass the examination.

Bill Gowen, President of the Helena Abstract and Title Company and past president of the Montana Land Title Association. Mr. Gowen stated that passage of the Montana Title and Insurance Act at the last session created a hardship for the small rural communities with small abstract or title companies. He commented these people basically deal with abstracts with some title insurance so they don't have the expertise to be familiar with the items on the test, and need the materials and time to study for the test. He said the Insurance Commissioner needs the authority to grant a temporary license in these situations.

Gene Phillips, representing the Montana Land Title Association, Kalispell. Mr. Phillips stated the law that was passed two years ago requiring the licensing of title insurance agents was a good law, but they did not think of the problem of the small rural areas or they would have addressed the problem at that time.

Roger McGlen, Executive Director of the Independent Insurance Association of Montana. Mr. McGlen stated that they urge support of this bill for reasons that Ms. Ask had outlined regarding the property and casualty insurance agents, when on the rare occasions there isn't a licensed agent to serve the client, and the need for issuing a temporary license arises.

Bonnie Tippy, representing the Montana Association of Life Underwriters. Ms. Tippy stated they are proposing an amendment to remove life and disability insurance from the bill. Exhibit No. 1.

Kenneth L. Hassler, Association of Underwriters, President of Montana Association of Life Underwriters. Mr. Hassler stated that the MALU members have no problems with the bill as amended. Exhibit No. 2.

OPPONENTS

None.

QUESTIONS

Rep. Brandewie asked if the agents should be required to take and pass the test; the bill says they have 90 days but the State Auditor can extend it. Mr. Gowen responded that this was to give the Insurance Commissioner some leeway.

Rep. Swysgood asked if this same practice exists in the MALU, and Mr. McGlen responded it did not. Rep. Swysgood asked Mr. Gowen how many people were licensed in his Abstract and Title Company office. Mr. Gowen responded that three people were licensed.

Rep. Simon asked how often the test was available, and Ms. Ask responded it was given every Monday in Helena and every other Saturday in Billings.

Rep. Wallin asked what the Insurance Department's position was on the amendment. Ms. Ask responded that the purpose of the amendment was to exclude life and health insurance because in those areas emergency situations did not arise for life and health insurance.

CLOSING

Rep. Nathe stated that he has no objections to the amendment. He stated that there was a problem with the small abstract companies not having enough people that were licensed, and did not write enough title insurance to be familiar with the items on the tests which makes it difficult when they are tested.

HOUSE BILL NO. 180 - Allow Agency to Buy Supplies Using Advertised/Catalog Prices in Some Cases sponsored by Harry Fritz, House District No. 56, Missoula. Rep. Fritz stated that this bill sets up limited and circumscribed exceptions to current state policy on bidding and purchasing from Central Stores. He stated that the bill stipulates at the end of the bidding process, and the whole process is not affected by this bill, if a state agency is able to purchase a bidded item locally at a cheaper price, it may do so. He said this was not a way to undermine the bidding process, but in just those circumscribed areas the local merchants are offered a chance to sell their merchandise to the state.

PROPONENTS

George Allen, representing the Montana Retail Association. Mr. Allen stated that under the present system, the Department of Administration, Purchasing Division's regulations state that all controlled items must be purchased through Central Stores. He feels that there is a misconception that they are saving the state money, when in fact it is costing

the state money. He stated they can demonstrate and show several items that can be purchased through an office supply store cheaper than can be purchased through Central Stores. Exhibit No. 1.

Rep. Ed Grady, District No. 47, Helena. Rep. Grady stated he has been working on this issue for some time, and thinks the state has a serious problem which this bill will address. He said this bill will give the small business people a chance to more fairly compete and if we want to boost the economy in the state this should be considered.

Don Ingels, Montana Chamber of Commerce. Mr. Ingels stated he wanted to add their support to the bill. He said that the effective date in the bill should be looked at to see if there is going to be any problem with the inventory the Central Stores have now.

Tim Schroeder, Empire Office Machines, Helena. Mr. Schroeder stated he could not understand when he has an item that sells cheaper than what Central Stores has, a state agency has to buy from Central Stores. Exhibit No. 2.

Terry Harris, Montana Office Machine Dealers Association. Mr. Harris stated that if a state agency can buy supplies cheaper from a local supply store, then he should have the opportunity to do so. Exhibit No. 3.

Terry Merica, local businessman. Mr. Merica stated this bill is a small step, and he questions philosophically why the state is in competition with private enterprise to begin with.

OPPONENTS

Michael Muszkiewicz, Administrator, Purchasing Division, Department of Administration. Mr. Muszkiewicz stated that people are only referring to the Central Stores program, and that may be what the legislation was directed toward, but it affects the entire Purchasing Division. He said the basis of success with all public purchasing, nationwide, and the reason they are criticized, is because of the use of sealed bids. He stated with sealed bids they get more competitors because the invitations to bids are sent out to a variety of vendors. Also, he said, this is a way of obtaining the best value, obtaining what they need, guarding against favoritism, guarding against use of a particular locality, and giving all suppliers an equal chance at the state's business throughout Montana, and not just locally. Exhibits No. 4, 5 and 6.

Terry Howell, Manager of Central Stores Program, Department of Administration. Ms. Howell distributed an information sheet that included information on cost savings, and a description of the number of vendors that are now bidding to the State of Montana Central Stores, and the percentage of those vendors that are in the state and the percentage that is going to those vendors. Ms. Howell also explained that the prices charged by Central Stores included the overhead expenses, they receive no state money, and they operate as a small business on a proprietary account. Exhibit No. 7.

Earl Fred, Bureau Chief, Purchasing Bureau, Division of Purchasing, Department of Administration. Mr. Fred stated this bill affects two bureaus, not only the Central Stores Property and Supply operation, but also the Purchasing Bureau, which buys the rest of the equipment that state agencies uses. He said that the Purchasing Bureau would have to supply a library for their buyers to check prices on the flyers they receive which would be a tremendous job and they can't afford to do. Also, he said, it would affect the vendor list and bidding process. Exhibit No. 8.

Dan Roberts, District Service Manager, Monroe Systems for Business. Mr. Roberts stated this was probably an unusual situation for a retailer in the state to oppose this bill. He said he has not been successful in bidding, and will never get another term contract on office supply items because of his inability to compete with a more competitive situation that exists in the state. He stated that there will probably be few people that will want to compete in the bidding process, and there will not be as low prices as would be in a sealed bid process that was binding.

QUESTIONS

Rep. Swysgood asked if the prices of a particular item in the price list that was submitted reflected the quantity price. Ms. Howell responded that it did.

Rep. Brandewie asked Ms. Howell if the retail stores that the Central Stores were competing with had an opportunity to enter the Central Stores to shop their prices and prepare a similar price list. Ms. Howell responded that some of the retailers did that, and got a complete price list from the Central Stores.

Rep. Hanson asked if the bids were let on every line item on the list that was submitted. Ms. Howell said they ask for bids on all the line items but they were in different bids. She said the bids were broken down into various category areas.

Rep. Wallin asked if Mr. Fred could explain if and how the bill would eliminate the bidding process applied to large equipment such as trucks and tractors. Mr. Fred responded that it affected the entire bidding process; every item that is bid for the state could be affected by this bill.

Various other questions were asked that included what overhead expenses and administrative costs were involved for Central Stores, and how this could affect the bidding process for large equipment.

CLOSING

Rep. Fritz stated that what was offered in the bill, was what he considered limited exceptions to the current policies of the Purchasing Division. He said if the present system works, and if state agencies can buy equipment and supplies cheaper from the Purchasing Division that they can from local businesses, then this bill would have no effect. He commented that it does not stand to reason that the state should have to pay a higher price to itself than it does to the local businesses. He said the legislators are trying to reduce the level of government, reduce public expenses, and to revitalize private enterprise, and this bill takes a step of doing all three.

HOUSE BILL NO. 206 - Allow Video Draw Poker Machine To Accept Cash in the Form of Bills, sponsored by Rep. Lloyd (Mac) McCormick, House District No. 38, Great Falls. Rep. McCormick stated that this bill substituted the word "bill acceptor" where the word "coins" appears, to the legislation that was passed in the 1985. He stated that it was not mandatory that the businesses convert their machines.

PROPONENTS

Bob Durkee, representing the Montana Tavern Association. Mr. Durkee stated that it is an advantage to a business any time they can develop anything that is a convenience to their customers and this bill provides that.

Rep. Bob Pavlovich, House District No. 70, Butte. Rep. Pavlovich stated he sees no problem if this bill is passed. He said he has talked to the Tavern Association and with coin operators, and they agree. The bill is not mandatory, he commented; it is just a convenience.

Gary Bennett, representing the Montana Coin Machine Operators Association. Mr. Bennett stated that in a meeting with the Coin Machine Operators, their only concern was if it would be a mandatory requirement, as it is expensive to retrofit the equipment. He said, however, if they could do

this on a case by case basis as a matter of convenience for the customers, they would support the bill.

OPPONENTS

None.

QUESTIONS

None

CLOSING

Rep. McCormick made no further comments.

EXECUTIVE ACTION - January 22, 1987 - 10:30 a.m.

ACTION ON HOUSE BILL NO. 206

Rep. Swysgood moved that House Bill No. 206 DO PASS. The motion carried with Rep. Wallin opposed.

ACTION ON HOUSE BILL NO. 80

Rep. Brown moved that House Bill No. 80 DO PASS.

Discussion

Rep. Simon explained that the subcommittee tried to add language in the bill to clarify the definitions of "part-time correspondent" by changing it to "free-lance correspondent". He said they also added a definition of "free-lance correspondent" as follows: a "free-lance correspondent" is a person who submits articles or photographs for publication and is paid by the article, and a "newspaper carrier" is a person who provides a newspaper with the service of delivering newspapers singly or in bundles, but does not include an employee of the newspaper who in addition to his main duties carries or delivers Rep. Simon said there was some concern that there papers. would be some circle language that would be unclear if they did not make the additional statement, so that it would exclude the regular employee of the newspaper.

Rep. Simon moved the proposed amendment. The motion carried unanimously.

Rep. Brown moved that House Bill No. 80 DO PASS AS AMENDED. The motion carried with Rep. McCormick, Rep. Nisbet, Rep. Hanson, and Rep. Driscoll opposed, and Rep. Cohen not voting.

ACTION ON HOUSE BILL NO. 199

Rep. Pavlovich moved that House Bill No. 199 DO PASS. The motion failed.

Rep. Sywsgood moved DO NOT PASS. The motion carried with Rep. Pavlovich, Rep. McCormick, and Rep. Driscoll opposed.

ACTION ON HOUSE BILL NO. 147

Rep. Pavlovich moved that House Bill No. 147 DO PASS. Rep. Thomas moved the proposed amendments. The motion carried unanimously.

Rep. Simon moved an amendment to add an expiration date of July 1, 1987. Rep. Simon stated that there appears to be a temporary emergency situation, but he did not want this to be an ongoing situation and the bill needed an expiration date.

Rep. Bachini moved a substitute motion to add the expiration date of December 31, 1987. Rep. Bachini stated this would give the smaller communities some time to get the programs to study and take the tests to take care of their problem.

The motion carried with Rep. Simon, Rep. Nisbet, Rep. Glaser, Rep. Brandewie, and Chairman Kitselman opposed.

Rep. Brandewie moved to table House Bill No. 147. Rep. Brandewie explained that the bill does not state temporary authority to grant licenses for title insurance agents, but it is temporary authority to grant licenses to every kind of insurance agent, and this is too much authority to give to one person.

The motion carried with Rep. Grinde, Rep. Thomas, Rep. Pavlovich, Rep. Wallin, and Rep. Smith opposed.

ADJOURNMENT

The meeting adjourned at 11:00 a.m.

REP. LES KITSELMAN, Chairman

STANDING COMMITTEE REPORT

					Jan	mary 2	2	19 87
Mr. Speaker: We	, the comn	nittee on	Busin	ess and	LABOR			
report	HOUSE	BILL NO.	206					
do pass do not pass			concurred not concu				as amended statement of	intent attached
				REP	. Les	CHSEL	ean .	Chairman
ALLOW VIDEO	DRAW P	oker haci	ilme to	ACCEPT	CASE :	L.I THE	PORM OF	BILLS

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STANDING COMMITTEE REPORT

		January	22	19_ 37
Mr. Speaker: We, the committee	on BUSINESS AND	LABOR		
report BOOKS MEL 10.	139			
☐ do pass • do not pass	□ be concurred in□ be not concurred in		☐ as amended ☐ statement of	intent attached
	RE	P. LES KITS	ELMAN	Chairman

AUTOMOBILE LIABILITY LIBURANCE ON THE PERSON RATHER THAN ON THE VEHICLE

FIRST reading copy (______ color

DATE HB

PROPOSED EMENOMENTS, HOUSE BILL 147 SUBMITTED BY: THE MONTANA ASSOCIATION OF LIFE UNDER ATTEMIT DANUARY 22, 1987

Page 3. line 10
 Following (e)
 Insert: Except as to life or disability insurance,

WITNESS STATEMENT

NAME Kenneth L. Hassler FIC LUTCF BILL NO. 147
ADDRESS Box 43 Blue Sky Heights, Clancy DATE 1/22/87
WHOM DO YOU REPRESENT? Montana Assoc, Life Underwriters
SUPPORT OPPOSE AMEND
PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.
comments: We as the MALU members have no problems
with the bill as amended. With respect to
Life + Health sales there are a few companies
that operate in the following manner. They will
literally bring a van full of agents into a
Town and saturate the consumer with solicitation
and within 3 weeks be gonequever to be seen
This bill as amended would prevent this practice
from happening.



DATE 1/12/37 Executive Office
HB 180 P.O. Box 440
34 West Sixth
Helena, MT 59624
Phone (406) 442-3388

Testimony:

January 22, 1987

Mr. Chairman and Members of the Committee:

For the record, my name is George Allen, representing the Montana Retail Association. We represent approximately 1200 small retail stores across the state.

I am here today in support of HB 180. HB 180 is a bill designed to save the state money as well as make purchasing office supplies more convenient for each and every department.

Under the present department of administration, purchasing divisions regulations 2.5.303, paragraph 3, all controlled items must be purchased through central stores.

The purchasing department is laboring under the assumption that a bidder on office supplies is giving the state the best price available. This is just not so. We can demonstrate and show several items that can be purchased through an office supply store, cheaper than they can be purchased through central stores. HB 180 will give each department a choice, which will end up saving the state money.

I think you will find the companies who are bidding for state orders are the repeat bidders, in other words, the company that received the last bid is very likely the one that will receive the next bid. Through this process, it is discouraging for other companies to submit a bid. Several companies have told me that it just is not worth the red tape.

We urge your support of HB 180.

Respectfully,

George Allen

Executive Vice President

MRA

GA/ca

EXHIBIT	\mathcal{I}_{-}
DATE // 3	2/1/
HB_/XC	1

January 22, 1987

TESTIMONY IN OPPOSITION OF HB 180

Michael S. Muszkiewicz, Administrator Purchasing Division, Department of Administration

The Montana Procurement Act, based on the American Bar Association's "Model Procurement Act," has been in effect since January 1984. The Act establishes competitive sealed bidding as the prescribed method for procuring all state supplies and services except under certain specific circumstances (sole source, exigencies, small purchases).

The sweeping exceptions to the competitive sealed bidding process contained in HB 180 would severely weaken the basis of the Procurement Act. Participation in the bidding process would be discouraged. Competition would be reduced. The cost of goods to the State would increase.

THE COMPETITIVE SEALED BIDDING PROCESS WOULD BE JEOPARDIZED. Competitive sealed bidding is the nationally accepted and "textbook" process by which public purchasing entities accomplish three objectives:

- 1. obtain the best value;
- 2. quard against favoritism and profiteering;
- 3. give all suppliers an equal opportunity to secure government business.

Bids are "sealed" because once known, they can always be beaten.

Publicly advertised or established catalog prices are not legally binding on the advertiser and are not considered to be irrevocable contract offers.

In practice, prices could be advertised as "X% less than the lowest sealed bid price," effectively beating any bid price.

THE INCENTIVE TO PARTICIPATE IN THE BIDDING PROCESS WOULD BE ELIMINATED, COMPETITION DISCOURAGED. MCA 18-4-313 states that contracts entered into by the state should further the best interests of the state by encouraging effective competition.

HB 180 discourages participation in the bid process. The lowest sealed bid price merely becomes the price to beat by a nonparticipating supplier.

STATE COSTS WILL INCREASE. Participation in the bidding process and competition will decrease. The state will pay more for the supplies and goods it requires.

Any short term savings effect will me more than offset by the extra cost of goods in the future.

QUALITY WILL NOT BE ASSURED. With the sealed bid process the state knows that prices quoted are for identical or comparable items as specified in the bid specifications. Factors such as freight and installation are typically part of the bid price.

Catalog advertisements typically do not contain sufficient specifications to assure this measure of comparable quality or features.

Sealed bidding places the responsibility of meeting the state's specifications on each supplier. Using agencies would assume this responsibility — for which they are ill trained and equipped — if they were to be responsible for seeking alternate prices as HB 180 suggests.

QUANTITY WILL NOT BE ASSURED. The state needs to be assured of a continuing availability of goods for its ongoing needs. Term contracts and Central Stores warehousing ensure this continuing availability at specified lower-than-retail prices.

Since catalog advertisements—are not firm—offers to—sell, the supplier has no responsibility to ensure the one time or continuing supply of an item at the advertised price.

VOLUME PURCHASING WILL NOT BE POSSIBLE. Since any known prices can be beaten, the lowest bid price becomes the price to beat.

The state currently utilizes volume purchase discounts in three ways:

- 1. scheduled purchases for one bid but with several delivery points (e.g., vehicle purchases);
- 2. purchasing in one bid with one delivery point to the Central Stores warehouse;

3. purchasing in one bid with estimated quantities over the course of a year (term contract).

HB 180 would cripple these proven purchasing methods. In #2, above, the state will have invested in the Central Stores inventory; in #3, the supplier has invested in the inventory. This investment would potentially be lost to a supplier who offers any discount under the warehouse or term contract price.

RESIDENT PREFERENCE (3%) WOULD BE DIFFICULT TO APPLY. The state pays up to 3% more for products made in Montana or sold by Montana suppliers. HB 180's exceptions would make the application of the preference more difficult to apply, creating more opportunities for appeals and litigation.

PURCHASING WOULD BE DECENTRALIZED TO USING AGENCIES. A using agency is defined as any body of state government. HB 180 provides that all contract award decisions may be made by using agencies, instead of the Department, once a sealed bid is obtained.

This major change will significantly reduce the many advantages of having a centralized purchasing authority (e.g., ensuring fairness and equity, centralized documentation, etc.).

THE STATE WOULD BE EXPOSED TO NEW AREAS OF LIABILITY. The number of manufacturer and supplier catalogs available are staggering. The Purchasing Division receives only a percentage of these.

Under HB 180, it would be incumbent upon the state to document that the final offer accepted was indeed the lowest available from any source. Without this documentation, any supplier who did have a lower advertised price could protest an award claiming that the state had access to or had an affirmative duty to secure that particular supplier's price list.

The time involved in this process would be overwhelming. The resources do not exist to perform this function.

THE INTEGRITY OF PUBLIC PURCHASING WITHIN MONTANA WILL BE WEAKENED. HB 180 will open the "back door" to every successful bidder and those suppliers who simply may not have bothered to submit a bid for state business. It will give them a second chance to beat the price of those venders who have chosen to compete fairly.

The perception of fairness and integrity which public purchasing within the state currently enjoys -- both at the state and local government level will be damaged.

Although this bill aims only at purchases by the state, where scrutiny and onetime dollar impact is highest, it will open the door to the same exceptions being made at the local government level. The confidence level of Montana's taxpayers will justifiably be shaken.

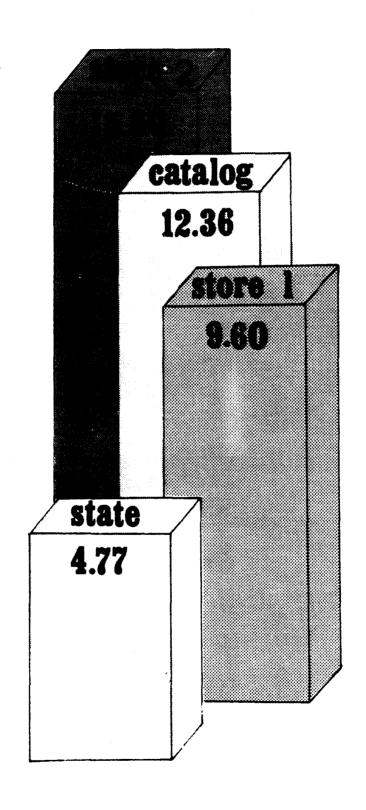
IN SUMMARY, HB 180 provides considerable discretion to purchasing agencies to purchase from advertised prices and "sale specials" in effect at the time of the bid opening. That discretion is not desirable because:

- + required quantity cannot be guaranteed;
- quality often cannot be determined in advance;
- prices cannot be verified in advance;
- the perception of unfairness and unequal opportunity will emerge;
- ♦ responsive bidders will discontinue bidding;
- ♦ unresponsive bidders receive unfair advantage;
- ♦ the present system of sealed bidding works.

EXHIB	IT	44. 5.	
DATE	1/3	3/8)
HB	13/0	/	

Legal Tablets

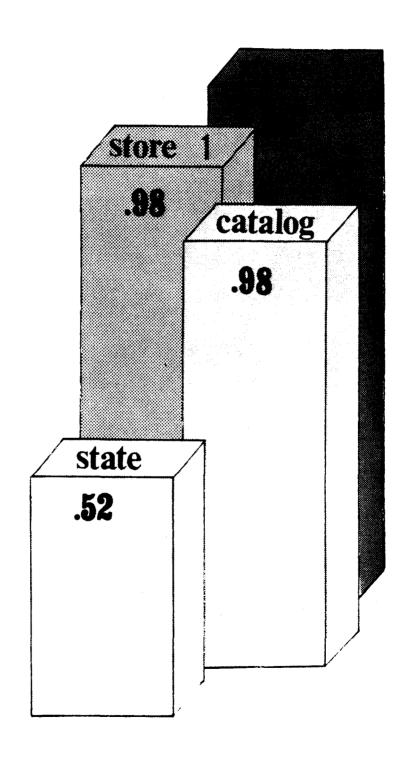
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State vs. Retail

Post-It-Note

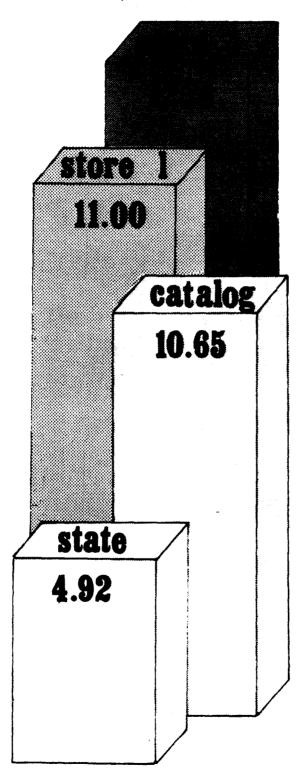
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State vs. Retail

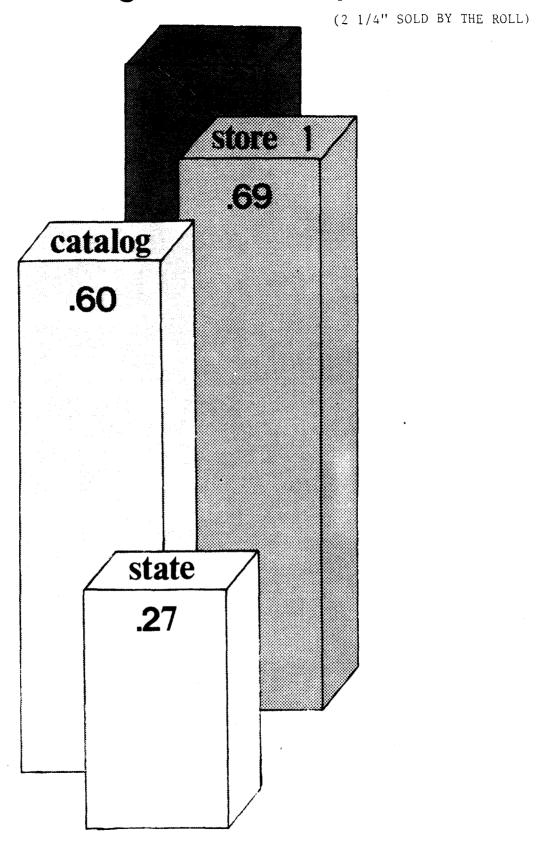
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(LETTER 1/3 CUT-100 PER BOX SOLD BY THE BOX)

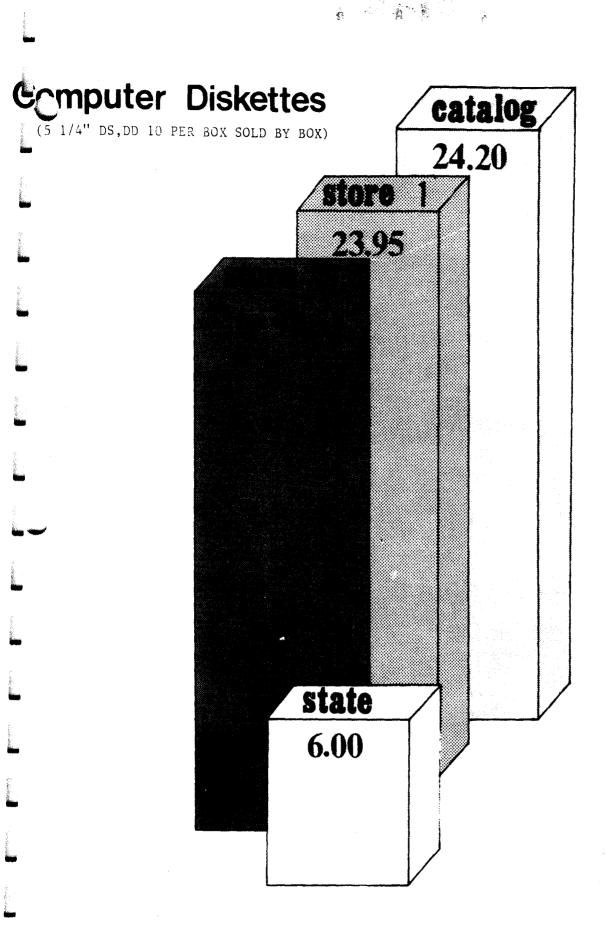


State vs. Retail

Adding Machine Tape



State vs. Retail



State vs. Retail

FISCAL YEAR 1986 DOLLAR SAVINGS TO THE STATE CENTRAL STORES

	IN 1986 DOLLARS SPENT BY AGENCIES	PURCHASED RETAIL SAME QUANTITY & QUALITY	TOTAL SAVINGS THROUGH STORES
BINDERS	\$ 55,242	\$ 136,392	\$ 81,150
FASTENING SUPPLIES	\$ 54,872	\$ 181,496	\$ 126,624
PAPER PRODUCTS OFFICE SUPPLIES	\$ 183,441	\$ 480,286	\$ 296,845
WRITING MATERIALS	\$ 66,473	\$ 167,454	\$ 100,981
MISCELLANEOUS OFFICE SUPPLIES	\$ 74,323	\$ 154,849	\$ 80,526
RIBBONS	\$ 65,001	\$ 189,370	\$ 124,369
DISKETTES	\$ 36,057	\$ 118,700	\$ 82,643
COPIER SUPPLIES	\$ 38,772	\$ 73,628	\$ 34,856
FINE PAPER	\$ 536,738	\$1,402,122	\$ 865,384
COARSE PAPER	\$ 388,768	\$1,034,973	\$ 646,205
JANITORIAL	\$ 220,456	\$ 319,103	\$ 98,647
COMPUTER PAPER	\$ 380,027	\$ 868,676	\$ 488,649
SOFTWARE	\$ 54,435	\$ 94,061	\$ 39,626
TOTAL SAVINGS THROUGH STORES*	\$2,154,605	\$5,221,110	\$3,066,505

^{*}items not available from retail sources are excluded from totals

Analysis of In State/Out of State Purchases by Central Stores FY-86

	Category	Dollars Purchased	8	No. of Active Vendors	g.
I.	Office Supplies: Out of State: In State: Total:	294,748.83 508,800.65 803,549.48	36.68 % 63.32 %	41 67 108	37.96 % 62.04 %
II.	Computer Paper: Out of State: In State: Total:	342,685.58 1,845.59 344,531.17	99.46 % 0.54 %	18 13 31	58.06% 41.94%
III.	Fine Paper: Out of State: In State: Total:	0.00 213,846.34 213,846.34	0.00% 100.00%	3 12 15	20.00% 80.00%
IV.	Forms: Out of State: In State: Total:	0.00 49,515.24 49,515.24	0.00 % 100.00 %	0 7 7	0.00% 100.00%
V.	Coarse Paper: Out of State: In State: Total:	4,057.90 454,595.56 458,653.46	0.88 % 99.12 %	6 16 22	27.27 % 72.73 %
VI.	Janitorial: Out of State: In State: Total:	0.00 107,650.63 107,650.63	0.00% 100.00%	16 28 44	36.36 % 63.64 %
VII.	Software: Out of State: In State: Total:	36,682.96 7,517.34 44,200.30	82.99 % 17.01 %	18 19 37	48.65% 51.35%
VIII.	Total Purchases: Out of State: In State: Total:	678,175.27 1,343,771.35 2,021,946.62	33.54 % 66.46 %	102 162 264	38.64% 61.36%

NAEGELE'S SALES BULLETIN PRICE COMPARISON (MAY 1986)

Property & Supply Stock Number	Description	Naegele's Price	Central Stores Price	Qty. Sold YTD	Percent Savings	Savings to State Stores vs Naegele
7804-0200	#2 Pencil, Wooden/dz.	\$1.09	\$1.07	4,807	1.83%	\$96.14
7802-1900	Eraser #101/ea.	\$0.43	\$0.29	278	32.56%	\$38.92
7805-0401	Stick Pen (Ball Point)/dz.	\$2.88	\$1.05	2,163	63.548	\$3,958.29
7805-0201	Accountant Fine Point/dz.	\$7.08	\$2.79	328	60.59 %	\$1,407.12
7805-1300	Retractable Ball Point/ea.	\$0. 59	\$0.48	331	18.648	\$36.41
7805-1200	Ball Pen Refill/ea.	\$0.49	\$0.30	115	38.78%	\$21.85
7201-1100	Glue Stick/ea.	\$0.49	\$0. 39	1,516	20.418	\$151.60
7805-0601	Stick Pen (Ball Point)/dz.	\$3.48	\$1.05	1,643	69.83 %	\$3,992.49
7901-0100	Liquid Paper/ea.	\$1.29	\$0.87	10,935	32.56 %	\$4,592.70
7804-5505	Drawing Lead/dz.	\$5.19	\$ 5.93	31	(14.268)	(\$22.94)
7805-4004	Highlighter/ea.	\$1.19	\$0. 30	1,083	74.798	\$963.87
7805-4301	Ultra Fine Flair/dz.	\$9.48	\$2.66	1,199	71.948	\$8,177.18
7805-3001	Marker/ea.	\$0.89	\$0.17	5,958	80.90 %	\$4,289.76
7805-4301	Razor Point/dz.	\$9.48	\$2.66	1,199	71.948	\$8,177.18
7803-1601	Stamp Pad/ea.	\$2.19	\$1.73	369	21.00 %	\$169.74
7201-0200	4 oz. Rubber Cement/ea.	\$0.99	\$0.71	895	28.28%	\$250.60
8000-0600	Copier Labels/bx.	\$21.79	\$11.99	133	44.97%	\$1,303.40
7804-4100	.5 mm Auto Pencil/ea.	\$2.89	\$1.11	1,433	61.598	\$2,550.74
7804-4210	.5 mm Quick Clicker/ea.	\$2.39	\$1.94	784	18.838	\$352.80
7804-4600	Pencil Lead/tube	\$0. 59	\$0.35	4,288	40.68%	\$1,029.12
7901-1200	Correction Pen (Fluid)/ea.	\$1.39	\$1.26	365	9.35%	\$47.45
Total Average Percent Savings	ent Savings				40.428	

Total Annualized Central Stores Savings

\$47,525.05

\$41,584.42

Total Central Stores Savings (10-1/2 Months)

DATE REPORT EBSR106 DATE: 01/03/87 TIME: 17/01/55

OFFICE OF BUDGET & PROGRAM PLANNING EXECUTIVE BUDGET SYSTEM AGENCY/PROGRAM/CONTROL --- BUDGET WORKSHEET

PAGE 349

								j.	
	187,904	2,887,812	3,075,716		-50,211	2,893,751	2,843,540	06531 CENTRAL STORES	06531
	187,904	2,887,812	3,075,716		-50,211	2,893,751	2,843,540	TOTAL PROGRAM	
-	187,029	2,523,713	2,710,742		-51,092	2,529,601	2,478,509	TOTAL SECOND LEVEL	
	186,741	2,385,452	2,572,193		-51,766	2,385,452	2,333,686	GOODS PURCHASED FOR RESALE	2900
,		960	960	/ /		960	960	OTHER EXPENSES	2800
	-6,133	18,408	12,275	· · · · · · · · · · · · · · · · · · ·	-6, 133	18,408	12,275	REPAIR & MAINTENANCE	2700
_,	145	10,395	10,540		145	10,395	10,540	UTHITIFS	2600
_,,	14,003	63,524	67,527		4,003	63,524	67,527	RENT	2500
	-12	1,831	1,819		-12	1,831	1,819	TRAVEL	2400
,	2,522	13,475	15,997		2,901	13,475	16,376	COMMUNICATIONS	2300
,	153	7,758	7,911		153	7,758	7,911	SUPPLIES & MATERIALS	2200
	-425	19,898	19,473		-425	26,822	26,397	CONTRACTED SERVICES	2100
	t	2,021	2,025		7	1,008	1,015	UTILITIES-INFLATION	2026
,	-5h	54			-39	39		RENT-INFLATION	2025
	29	_	30		45	-38	7	SUPPLIES & MATERIALS-INFLATION	2022
	56	-61	-8		29	-33	- t ı	CONTRACTED SERVICES-INFLATION	2021
,	875	364,099	364,974		881	364,150	365,031	TOTAL SECOND LEVEL	
	-578	578			-578	578			1800
	-297	-14,910	-15,207	mangar I a strange of the strange of	-291	-14,919	-15,210	VACANCY SAVINGS	1600
		22,770	22,770			22,770	22,770	HEALTH INSURANCE	1500
,		50,568	50,568			49,648	49,648	EMPLOYEE BENEFITS	1400
	1,750	305,093	306,843		1,750	306,073	307,823	SALARIES	1100
		16.00	16.00	_,_,_		16.00	16.00	FULL TIME EQUIVALENT (FTE)	0000
SUB-CMT FY 89	DIFF FY 89	LFA FY 89	08PP FY 89	SUB-CMT FY 88	D1ff 88	LFA FY 88	0BPP FY 88	DESCRIPTION	AE/0E
CES ONL	CURRENT LEVEL SERVICES ONLY	CURRENT					STRATION BUREAU	Y: 6101 DEFARTMENT OF ADMINISTRATION (AM: 09 PROPERTY AND SUPPLY BUREAU (OL: 00000)	AGENCY B PROGRAM T CONTROL

REFORT EBSR106 DATE: 01/03/87 TIME: 17/01/55

OFFICE OF BUDGET & PROGRAM PLANNING
FXEGUTIVE BUDGET SYSTEM
AGENCY/PROGRAM/CONTROL --- BUDGET WORKSHEET

CURRENT LEVEL SERVICES ONLY

PAGE 350

AGENCY: 6101
PROGRAM: 09
CONTROL: 00000

DEPARTMENT OF ADMINISTRATION PROPERTY AND SUPPLY BUREAU

AE/0E DESCRIPTION TOTAL PROGRAM 2,843,540 08PP FY 88 2,893,751 LFA FY 88 -50,211 DIFI FY 88 SUB-CMT FY 88 3,075,716 08PP FY 89 2,887,812 LFA FY 89 187,904 D1FF SUB-CMT

DATE 1/22/87

9510-0200 DISKETTE (SEE ATTACHED)

Bids AWARD 4.15 4.60 5.80

> 4.39 5.50

5.29 5.60

5.30

4.45

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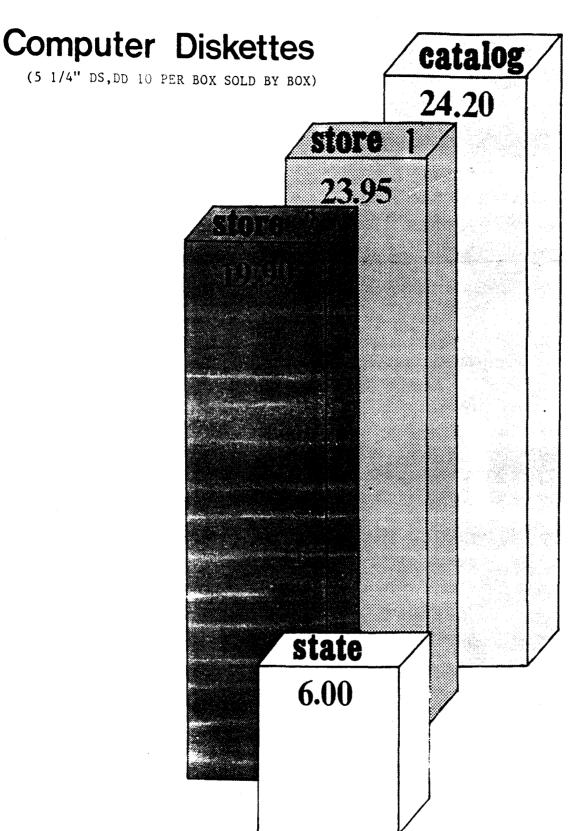
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6.00 or 9.94

9.20

6.49

9.55



State vs. Retail

DEPARTMENT OF ADMINISTRATION PROPERTY AND SUPPLY BUREAU 930 LYNDALE AVENUE HELENA, MONTANA 59620

INVITATION FOR BID PHONE: (406) 444-4514 THIS IS NOT AN ORDER BIDDERS MUST USE THIS FORM ONLY IN SUBMITTING PRICES June 11, 1986 MIDWESTERN DISKETTE DISTR. 008038 VENDOR Rea. No. 1301 CLAYTON ROAD IFB 177 CRESTON IA 50801 Return bids to: Department of Administration, Property and Supply Bureau, 930 Lyndale Avenue, Helena, MT 59620 Tuesday Sealed bids will be received up to 1:00 pm____ Y., 4 to be then publicly opened by State Purchasing Division personnel. MARK LOWER LEFT INVITATION IFB 177 FOR BID **CORNER OF YOUR** 08-26-86 **ENVELOPE AS FOLLOWS** ISSUED BY: THOMAS M. GUSTIN, Purchasing Agent F.O.B: PROPERTY AND SUPPLY BUREAU, 930 Lyndale Avenue, Helena, Montana 59620-0137 Po 450843 86/at BEFORE MAILING, HAVE YOU DONE THE FOLLOWING? Properly identified return envelope? Signed bid? Used ink or typed? → Submitted bid security (if requested)? → Submitted literature/samples (if requested)? → Listed contractor's license (if requested)? -----> Reviewed and completed all requirements listed herein to ensure bid compliance? DISKETTES Per Attached Specifications -Vendor Phone No.: (800) 22/-6332 THIS SECTION MUST BE COMPLETED IN FULL AND SIGNED A PO DISCOUNT (if applicable) IMPORTANT: at ESTERN DICKETTE SEE REVERSE SIDE FOR TERMS

Kiedel

TYPED/PRINTED NAME:_

Page 1 of 5

AND CONDITIONS.

DISKETTES

		* . *				
ITEÑ NO.	1	DESCRIPTION	QUANTITY AND UNIT	MODEL NO. AND BRAND		EXTENSION
1	′ 9510 <u>–0100</u>	8" double	side/double	density, sof	ft sector o	liskette fo
	7310 0100	use in IBM	DISPLAYWRIT	ERS. IBM #449	98959; 3M #	261; MEMORI
				2-XDM; DATALIE	re/VERBATIM	1 #DD34-40(
		33669; DYS		VIE.		0
			35 BOX	3M24/	\$ 15.20	\$ 532 =
	* *					,
2.	9510-0200	5-1/4" dou	ble side/dou	ble density, s	oft sector	diskette
- •		unformatte	d, 48 TPI.(IBM #6023450); 3M #234;	MEMOREX #
	:	3202-5220. DYSAN #802		MD-2D; DATALI	FE/VERBATI	<u> </u>
		DISAN #802			,, ,_	4606.
		11	10 BOX	3m234	\$ 4.18	15 (4 995)
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		• • •			\mathcal{F}^{\prime}	
3.	9510-0300			gh density,		
				/AT. 36 TPI, EMOREX #3202-5		
				26; DYSAN #802		/ 2115 /
		1	20 BOX	3m 12100	c 14/1/ 11	6 11932
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ĒΑ	ba: Albyesi	ERN DISKEPTE		en e		
) SISTRIB	UTION CENTER				
		AYTON ROAD A IA 50801				
	\	2.2 30001	/	÷ .	/ / 1	/ /

DISKETTES

AND UNIT MODEL NO.

DESCRIPTION

NO.

9510-0100

EXTENSION

PRICE

8" double side/double density, soft meter diskette for use in IBM DISPLAYWRITERS. IBM #4498959; 3M #261; MEMOREX #3203-9261; MAXELL FD2-XDM; DATALIFE/VERBATIM #DD34-4001 33669; DYSAN #800837. *>*:

35 BOX

\$510-0200

9510-0300

5-1/4" double side/high density, soft sector diskette FOR USE IN THE IBM PC/AT. 96 TPI, 1.2 MB storage. IBM #6109660; 3M #12100; MEMOREX #3202-5660; MAXELL #MD-2HD; DATALIFE/VERBATIM #86026; DYSAN #802914.

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* Approved for prefuelification, program is aspected Pro Jot, copy by But a Sience Time War Coder # 110 + 4111.

Clan States. 8/11/86

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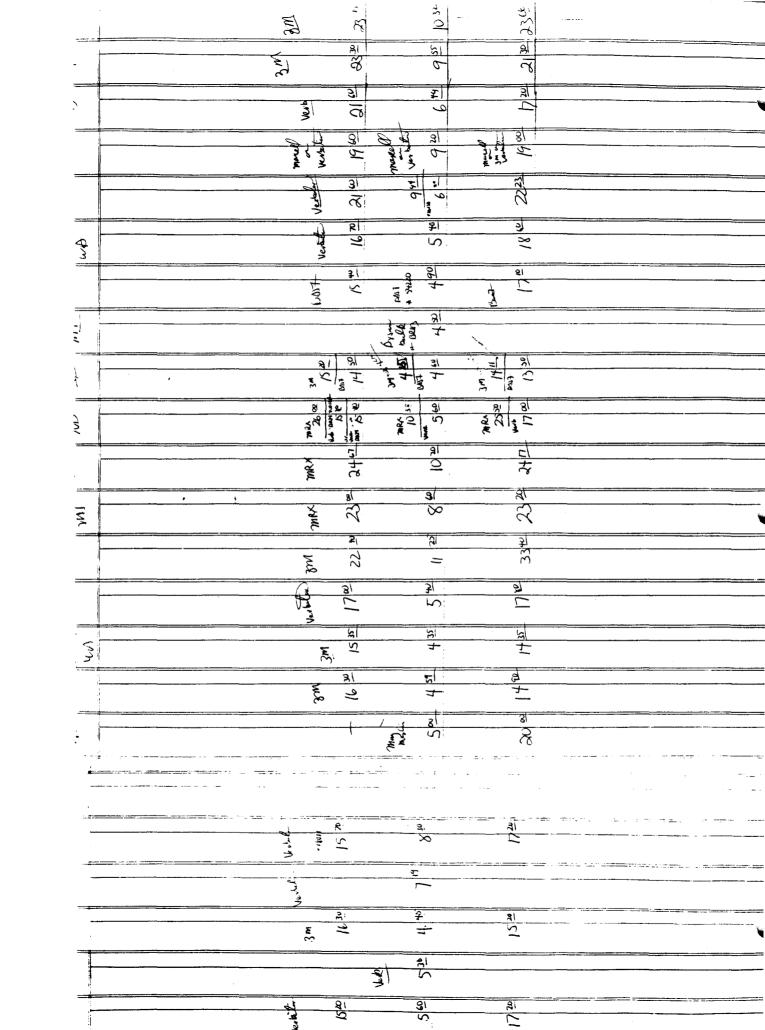
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HB IXC

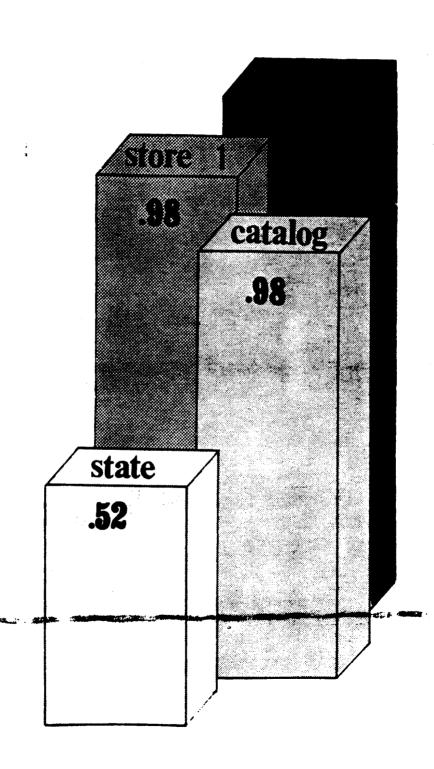
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Post-It-Note

(3x3 SOLD BY THE EACH)



State vs. Retail

STATE OF MONTANA INVITATION FOR BID

THIS IS NOT AN ORDER

BIDDERS MUST	USE THIS FORM	ONLY IN SUBMITTING PRICES
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WARDEN PAPER P.O. BOX 1162 JO STEELED GREAT FALLS, MONTANA 59402

03-03-86 Date: 007934 Reg. No.

Return bids to: Department of Administration, Property and Supply Bureau, 930 Lyndale Avenue, Helena, MT 59620

Sealed bids will be received up to 1:00 pm.

Tuesday, 25

March

to be then publicly opened by State Purchasing Division personnel.

MARK LOWER LEFT **CORNER OF YOUR ENVELOPE AS FOLLOWS**

IFB-155 03-25-86 INVITATION FOR BID

ISSUED BY: THOMAS M. GUSTIN, Purchasing Agent

F.O.B:

PROPERTY & SUPPLY BUREAU 930 LYNDALE AVENUE, HELENA, MONTANA 59620

BEFORE MAILING, HAVE YOU DONE THE FOLLOWING?

PO 4490 49

- → Properly identified return envelope?
- → Signed bid?
- → Used ink or typed?
- → Submitted bid security (if requested)?
- → Submitted literature/samples (if requested)?
- → Listed contractor's license (if requested)?
- > Reviewed and completed all requirements listed herein to ensure bid compliance?

PAPER PRODUCTS, FILING AND LABELING SUPPLIES

Vendor Phone No.: (900) 332-9837

THIS SECTION MUST BE COMPLETED IN FULL AND SIGNED

TYPED/PRINTED NAME:

IMPORTANT:

SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Page 1 of 17 pages

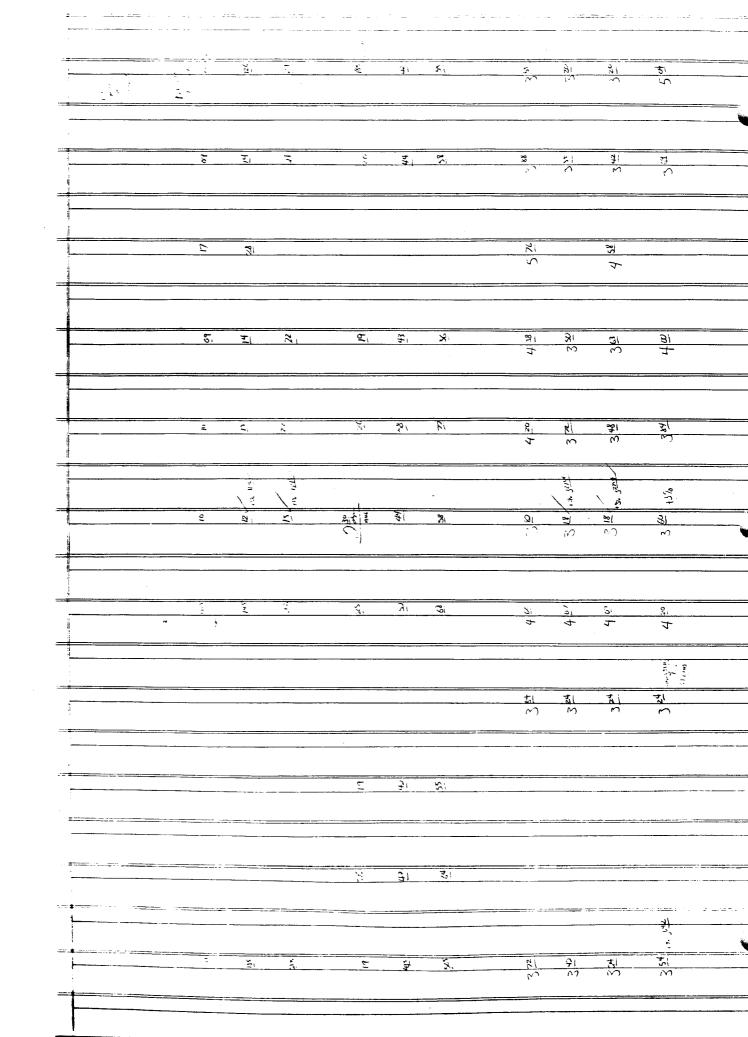
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		Size: ruled.	Size:	Size:	Size:	Writing Pada, ruled both sides, 3/4 chipboard reinforced top, AMPAD; MEAD; RIVERSIDE; BENCHMARK;	į	12 Size:	12,528 PAD	7704-7700 Size:		Size	Size	Size	plain white, RIVERSIDE;	DESCHIPTION	:
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DATE 1/22/87 HB 180

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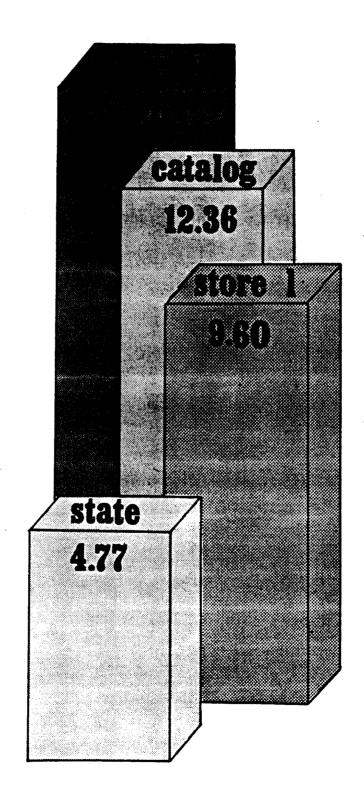
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Legal Tablets

(LETTER SIZE 12 PADS/PKG. SOLD BY PKG.)



State vs. Retail

PE-(00)
STATE OF MONTANA

DEPARTMENT OF ADMINISTRATION PROPERTY AND SUPPLY BUREAU 930 LYNDALE AVENUE HELENA, MONTANA 59620 PHONE: (406) 444-4514

IN	VI	TAI	101	V F	OR	BID
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	11 A 1			l lav	THIS IS NOT AN ORDER
		•	1 0.	11/10/86	
BIDDERS M	UST USE THIS FO	ORM ONLY IN SUI	BMITTING PRICES	J "''	
			MAIN	Date:	10-07-86
	Carpenter	-	1001	b	008074
VENDOR	Box 1597	·		Req. No_	000074
Ş V	Billings,	MT 59103			·
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	•		operty and Supply Bures	والمراجهين والمتعاولات والمتعاولات	nue, Helena, M I 59620
Sealed bids	will be received up	to 1:00 pm Frida	ay 24	October	19_86
to be then p	publicly opened by S	tate Purchasing Divi	sion personnel.	Marie Alexander	7 6.
1440410	W. C. L. C. T.		[[] [] [] [] [] [] [] [] [] [Ann 1
CORNER	OF YOUR	IFB 192 10-24-86	INVITATION FOR BID	-Homas IIX	The second
ENVELOP	E AS FOLLOWS	10-24-80	ISSUED BY: TH	OMAS M. GUSTIN	, Purchasing Agent
				····	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
O.B: PLEA	SE REFER TO "	DELIVERY & SHI	IPPING" STATEMENTS	ON PAGE 3	
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OB: P	ROPERTY & SI 30 LYNDALE	JPPLY BUREAU	ONET	HE FOLLOWING?	0234a
- 9 H	IELENA, MONT	ANA 59620	0-0137		
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ι		Used ink or type	d?		
			ecurity (if requested)? ture/samples (if requested	112 150	my Pinks
		Listed contracto	r's license (if requested)?) }	
e.)	Reviewed and co bid compliance?	ompleted all requirements	s listed herein to en	sure / / / / / / / / / / / / / / / / / / /
5		bid compliance:			
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man addition	Maribiano - Austraria V 1	11 VaneuF				Page	1 of 10	The second second that	

ERMS

STANDARD TERMS AND CONDITIONS

COLLUSION PROHIBITED

The bidder's signature on this bid guarantees that the prices quoted have been established without collusion with other eligible bidders and without effort to preclude the State of Montana from obtaining the lowest possible competitive price. The award will be made to the lowest responsible bidder meeting specifications and all bid terms and conditions.

PREPARATION OF BIDS

Bids must be written in ink and/or typewritten on bid forms furnished herewith. Erasures and alterations must be initialed by the bidder in ink. Telegraphic bids will be accepted only if they fully comply with all other conditions in the invitation to bid. No verbal bids shall be accepted.

Bid quotations will be firm for thirty days, unless otherwise provided for in the invitation for bids.

BID ITEMS

The bidder warrants articles offered to conform to the specifications herein requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Each item on which a bidder submits a quotation must be new and unused and of the latest model or manufacture unless otherwise specified by the State. It shall be equal in quality and performance characteristics to that indicated in the invitation for bid.

Descriptions used in this proposal are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Goods delivered which do not conform to the contract terms, conditions or specifications may be rejected and returned at the vendor's expense.

Any exceptions to the bid or specifications on the part of the bidder must be clearly indicated. Exceptions may be rejected.

CONTRACT REFERENCE

The contract (purchase order) number shall be referred to on all invoices, packages, packing lists, shipping notices and any correspondence relating to the Purchase Order.

DELIVERY/SHIPPING

Unless otherwise specified in the invitation for bids or request for proposals, all bids shall show the delivered price F.O.B. destination to the using agency, including all transportation and handling charges.

PAYMENT TERMS

Payment will be due 30 days from the issuance of a signed Montana Purchase Order and (a) receipt of a properly executed claim or (b) completion of delivery of all items listed on the purchase order in satisfactory condition, whichever is later.

EXCISE TAXES

The State of Montana is exempt from Federal Excise Taxes. Exemption certificates will be furnished upon request:

ACCEPTANCE/REJECTION OF BIDS

The State of Montana reserves the right to accept or reject any or all bids, wholly or in part, to make awards in any manner deemed in the best interest of the State.

CASH DISCOUNT "

Vendors may quote a cash discount based on early payment; however, such discount will not be considered in determination of low bid and payment terms will remain as indicated on the invitation for bid.

ANTITRUST ASSIGNMENT CLAUSE

All vendors, contractors and subcontractors hereby assign to the State of Montana any and all claims or causes of action for any antitrust law violations or damages arising therefrom as to goods, materials and services purchased under the terms of this agreement and any change order that may result from this agreement. This assignment is made on behalf of the vendor, contractor and all subcontractors which may be hired or contracted with to furnish goods, materials or services.

NON-DISCRIMINATION

In accordance with Federal and State laws, the bidder agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; selection for training; or rendition of services.

It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase from the State of Montana, unless a satisfactory showing is made that discriminatory practices have ceased and the recurrence of such acts is unlikely.

PRICE SUBMISSION

The price for each item must be stated in the bid and shall be clearly shown for each item unless specific provision is made in the bid form for an optional figure. The price of each item shall be extended to show the total price for the quantity requested. Itemby-item unit price bids must be submitted and will receive primary consideration for award.

All-or-none bids may be submitted as alternatives and will be considered if clearly in the best interest of the State. All or none bids must contain item-by-item prices.

HAZARDOUS CHEMICAL INFORMATION

The successful supplier will provide one set of the appropriate material safety data sheet(s) and container label(s) upon delivery of a hazardous chemical to the user agency. All safety data sheets and labels will be in accordance with the Occupational Safety and Health Administration's "Hazard Communication Rule," 29 CFR 1910 and 50-78-1-1 through 402, Montana Code Annotated.

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436		1	8× HONT	\$ 13645	1/3 (323	PKGS DATHEOM 3600 1 1 323	228 PKG		7704-8211	51.
			*		1/4" ruled,	ellow, narrow	canary y	8-1/2" x 11-3/4", canary yellow, narrow 1/4" ruled	Size: 8-1/2	
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	>)			ed.L	egal 3/8" rul	white, 1	8-1/2" x $11-3/4$ ", white, legal $3/8$ " ruled.	Size: 8-1/	
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FREIGHT FROM		TOTAL			NOT PRICE	TOTAL NO.		.		

Quoted Costs apply to a Minimum 2000 Case Combined Van Order

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EXHIBIT 6
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HB 180

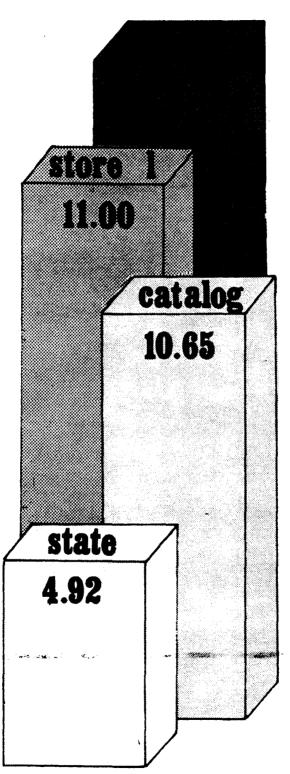
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AWARD 3.27 3.32 4.25 3.19- Fet. not incl. 4.26 3.23- Ft. not incl. 3.21- Ft. not incl. 3.41 3.38



File Folder

(LETTER 1/3 CUT-100 PER BOX SOLD BY THE BOX)



State vs. Retail



INVITATION FOR BID

PROPERTY ARM MUPPLY BUREAU 930 LYNDALE MYENNE HELENA, MONTANA 90620 PHONE: (408) 444-4614

, x6 :	THIS IS NOT AN ORDER
BIDDERS MUST USE THIS FORM ONLY IN SUBMITTING PRICES 10 1/2/1/2	7
10/out) at all the	Jate: 10-07-86
Reporter, Incorporated Man P.O. Box 30598	طور. No. 008074
P.O. Box 30598	
Billings, MT 59107	
Return bids to: Department of Administration, Property and Supply Bureau, 930 Lyr	ndale Avenue, Helena, MT 59620
Sealed bids will be received up to 1:00 pm Friday 24 Oc	tober , 19 86
to be then publicly opened by State Purchasing Division personnel.	
MARK LOWER LEFT CORNER OF YOUR ENVELOPE AS FOLLOWS IFB 192 10-24-86 ISSUED BY: THOMAS M.	GUSTIN, Purchasing Agent
F.O.B: PLEASE REFER TO "DELIVERY & SHIPPING" STATEMENTS ON PAGE	3.
BEFORE MAILING, HAVE YOU DONE THE FOLLO	wing?
	00870122
OFFICE SUPPLIES/PAPER PRODUCTS	<u> </u>
	37824 439 <u>44</u>
This is bil # 2 - all freight gregaid net delivered grices.	. The prices are
Vendor Phone No.: (406) 248-7881	
DELIVERY DATE: DEC. 1986 DISCOUNT (If applicable): Not 30 Laup IMPOR	TANT:
VENDORNAME REPORTER, INC.	E,REVERSE SIDE FOR TERMS
BY AND	ID CONDITIONS.
TYPEOPRINTED NAME CARL F. BERGER Page 1	OT 10

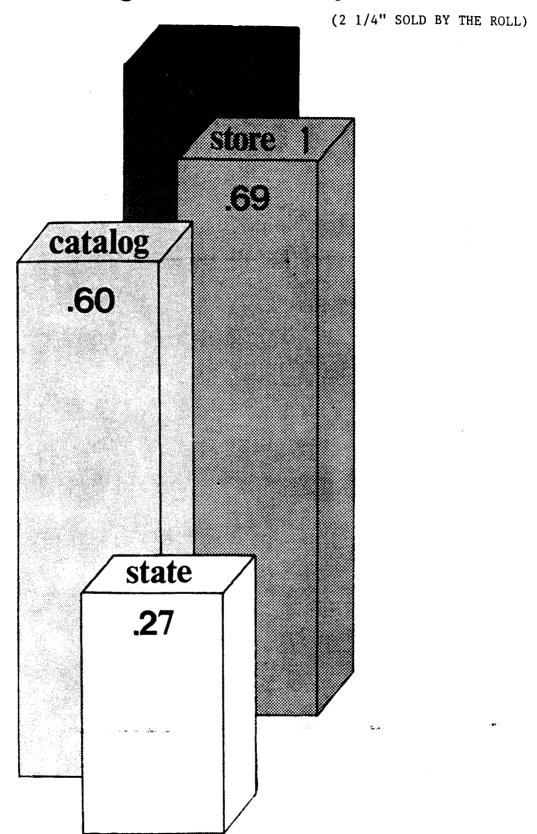
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 - . 2054
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Adding Machine Tape



State vs. Retail



STATE OF MONTANA

INVITATION FOR BID

DEPARTMENT OF ADMINISTRATION PROPERTY AND SUPPLY BUREAU SO LYNDALE AVENUE HELENA, MONTANA 80626 PHONE: (408) 444-4614

		:		:	•	THIS IS NOT AN OR	DER
BIDDERS A	MUST USE THIS	FORM ONLY IN	SUBMITTING PF	RICES 26 8	o		
	A.M.S. DIS	מיים דם וויידאום	10/41V		Date:	03-03-86	
VENDOR	P.O. BOX 2		161,		Req. No	007934	
VEN	LOS ANGELE	ES, CA 9002	15	-	·		
Retum bids	to: Department	of Administratio	n, Property and Su	upply Bureau,	930 Lyndale Aver	nue, Helena, MT 59620	
Sealed bids	s will be received	up to 1:00 pm	Tuesday, 25	March	Month	, 19 <u>86</u>	→
to be then	publicly opened b	y State Purchasing	g Division personnel	•			
	OWER LEFT OF YOUR	IFB-155 03-25-86	FO	TITATION R BID	Homas W	Husto HH	7
ENVELO	PE AS FOLLOWS		ISS	UED BY: THON	MAS M. GUSTIN	, Purchasing Agent	
	ROPE RTY & SUI BO LYNDALE AV		A, MONTANA 5962	20	•		1
		BEFORE MA	AILING, HAVE YOU	J DONE THE	FOLLOWING?	"	ı
			ntified return enve		_	1/1/2000	
		→ Signed bid? → Used ink or			, 0	149050	
**		→ Submitted b	id security (if requ				· · · · · · · · · · · · · · · · · · ·
		→ Listed contra	terature/samples (i actor's license (if r	equested)?			
*	· - ' <u></u>	Reviewed an bid complian	ed completed all re- nce?	quirements lis	ited herein to ens	ure	•
						MAN MARKE	•
•	<u> P</u>	APER PRODUCT	S, FILING AND	LABELING S	UPPLIES		
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dor Phone	No.: (213)	479-65	4/1				
▼ THIS	S SECTION MUST BE	COMPLETED IN FULL	11 01	11.12			
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OR NAME:		PO Box	25519 ate_Avenire/14/	96	•	SE SIDE FOR TERMS	1 -
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Page 1 of 17 pages

STANDARD TERMS AND CONDITIONS

COLLUSION PROHIBITED

The bidder's signature on this bid guarantees that the prices quoted have been established without collusion with other eligible bidders and without effort to preclude the State of Montana from obtaining the lowest possible competitive price. The award will be made to the lowest responsible bidder meeting specifications and all bid terms and conditions.

PREPARATION OF BIDS

Bids must be written in ink and/or typewritten on bid forms furnished herewith. Erasures and alterations must be initialed by the bidder in ink. Telegraphic bids will be accepted only if they fully comply with all other conditions in the invitation to bid. No verbal bids shall be accepted.

Bid quotations will be firm for thirty days, unless otherwise provided for in the invitation for bids.

BID ITEMS

The bidder warrants articles offered to conform to the specifications herein requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Each item on which a bidder submits a quotation must be new and unused and of the latest model or manufacture unless otherwise specified by the State. It shall be equal in quality and performance characteristics to that indicated in the invitation for bid.

Descriptions used in this proposal are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Goods delivered which do not conform to the contract terms, conditions or specifications may be rejected and returned at the vendor's expense.

Any exceptions to the bid or specifications on the part of the bidder must be clearly indicated. Exceptions may be rejected.

CONTRACT REFERENCE

The contract (purchase order) number shall be referred to on all invoices, packages, packing lists, shipping notices and any correspondence relating to the Purchase Order.

DELIVERY/SHIPPING

Unless otherwise specified in the invitation for bids or request for proposals, all bids shall show the delivered price F.O.B. destination to the using agency, including all transportation and handling charges.

PAYMENT TERMS

Payment will be due 30 days from the issuance of a signed Montana Purchase Order and (a) receipt of a properly executed claim or (b) completion of delivery of all items listed on the purchase order in satisfactory condition, whichever is later.

EXCISE TAXES

The State of Montana is exempt from Federal Excise Taxes. Exemption certificates will be furnished upon request.

ACCEPTANCE/REJECTION OF BIDS

The State of Montana reserves the right to accept or reject any or all bids, wholly or in part, to make awards in any manner deemed in the best interest of the State.

ALL OR NONE PROPOSALS

Item-by-item unit price bids must be submitted. All-or-none bids may be submitted as alternatives and will be considered if clearly in the best interest of the State.

TABULATION

The price for each item must be stated in the bid and shall be clearly shown in the space provided on the bid form. The price of each item shall be extended to show the total price for the quantity requested. The unit price shall prevail.

ANTITRUST ASSIGNMENT CLAUSE

All vendors, contractors and subcontractors hereby assign to the State of Montana any and all claims or causes of action for any antitrust law violations or damages arising therefrom as to goods, materials and services purchased under the terms of this agreement and any change order that may result from this agreement. This assignment is made on behalf of the vendor, contractor and all subcontractors which may be hired or contracted with to furnish goods, materials or services.

NON-DISCRIMINATION

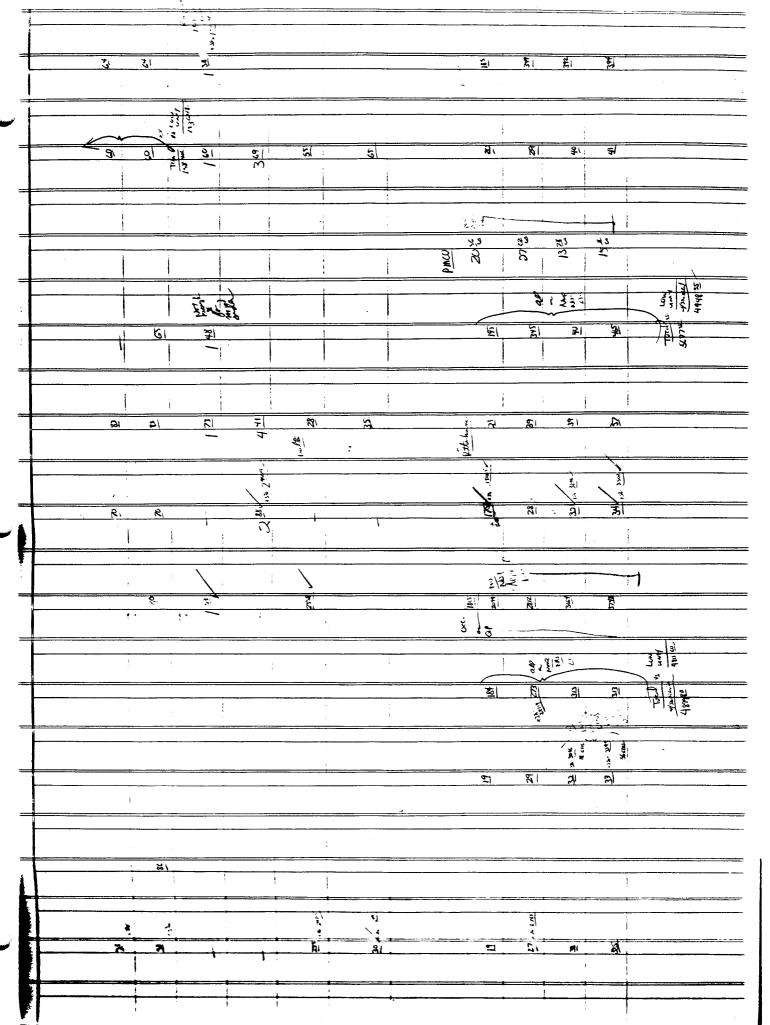
In accordance with Federal and State laws, the bidder agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; selection for training; or rendition of services.

It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase from the State of Montana, unless a satisfactory showing is made that discriminatory practices have ceased and the recurrence of such acts is unlikely.

A. M. S. DISTRIBUTING INC.
P. O. Box 25519
2030 Westgate Avenue
L. A., CA 90025

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101.	7405-0211	Color -	yellow			_	
			36 BX	-11	\$.70	\$ 25.20
102.	7406-0300		Seals, gol N 32-325.	ld foil, gumm	ned, siz	e 2 - 5/1	6*, 30/box.
.:3		•	72 BX	80	\$		\$
103.	75 02 -0 200	Desk Pac vinyl ba	d, <u>Doodle</u> acking. AM	ADAD OLL OCO 1			off sheets,
			84 EA	Fript	<u>D</u> \$	2.88 v	\$ 241.92
104.	750 6 - 1300	Poster White.	Board, smc PENRITE; E	ooth on both BIENFANG; BEV	sides, ERIDGE;	4 ply, BEMISS	22" X 28", JASON.
		70	OO EA	0	\$		\$
105.	75 06 - 1400	Poster I assorted	Board, smo	ooth on both PENRITE; BI	sides, ENFANG;	4 ply, BEVERI	22" X 28", DGE; BEMISS
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+	/3 /3	2,800 RL	***	
+	188	RL	7701-0400 s	
	122	white	7701-0300 s	7
	15	19,000 RL \$	7701-0200	
		Size: 2-1/4" wide, white	7701-0100	
		nine tape, 100% No. 4 sulphite, 16 lb. Weight, single copy, 3-1/4" colored warning signal at end of roll, 165' length rolls. BARNES; LAKESIDE; CENTRAL; DATACOM; NCR; AMPAD; OCCIDENTAL; MEAD; CASCADE; RIVERSIDE; ACCURACY.	Adding machine tape, diameter, colored warteMAID; BARNES; LA	
	1/28	Adding Machine Tape	PRODUCTS - Addi	<u> </u>
		Poster Board, smooth on both sides, 4 ply, 22" x 28", assorted colors. PENRITE; BIENFANG; BEVERIDGE; BEMISS JASON.	7506-1400	
	13	white. PENRITE; BIENFANG; BEVERIDGE; BEMISS JASON. 700 EA \$ \$ 200.		
-	375	84 EA	7506-1300	
	11	Doodle Pad, 22" X 17", 75 tear off sheets	7502-0200	
	3	Notary Seals, gold foil, gummed, size 2-5/16*, 30/box. DENNISON 32-325.	7400-0300	
	12	36 BX		
	55.2	Color - yellow	7405-0211	
		orange	7405-0208	
		DESCRIPTION AND UNIT AND BRAND PRICE ETTERSON		ITEM



Budget Received this morney by Surplus Property Program & Fodern Surplus Property Attached 18

Surplus Property Attached 18

Surplus Property Expenses

Central Stores Expenses

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EXHIBIT	
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HB-180	

APPROPRIATENESS OF CENTRAL STORES

Concern exists about the appropriateness of the Stores program for State government to operate. Concern has been expressed that Stores may be competing with private vendors. In looking into these concerns you will find the following: rather than restricting bidding the Stores program has in fact resulted in a substantial increase in the number of vendors able to bid on State office supplies.

Until 1979, office supplies were bid on a term contract basis, to vendors who could afford to provide the resources, presently provided by Central Stores. Two vendors bid on this criteria. Agencies sent their orders to the contractor and once a week the contractor delivered to each agency. With such limited competition and high overhead the State was not getting much of a cost break. As a result some Helena vendors did benefit from some walk in trade by State Agencies. In 1979 the number of vendors interested in bidding the office supplies decreased from two to one. With no competition, the State initiated a quarterly call for bids with an at once delivery. This eliminated the need for vendors to warehouse and deliver, and the number of vendors bidding increased approximately to twelve vendors. The increased competition brought about lower prices; however, each agency had to estimate, requisition and warehouse three months worth of supplies. This created many problems and extra costs for the agencies.

In 1980 Central Stores was opened to centrally warehouse for all agencies, decreasing the problems for the agencies and allowing greater competition and lower prices. Presently there are 108 vendors bidding in the office supply line.

The Stores program has increased competition, saved money and provided a welcome service to State agencies.

ANSWERS FOR MONTANA RETAIL ASSOCIATION

(1) What are the staffing requirements for Central Stores, including benefits?

ANSWER:

Presently the Central Stores Program has 10.5 FTE's. The total personal budget including benefits is \$215,712. The salaries are all paid for by the income derived by the resale of goods to other agencies. The Bureau is not funded by State general fund monies.

(2) What are the costs for heat, lights, rent, upkeep and etc..

ANSWER:

Total operating costs, not including the cost for inventory or equipment are \$98,881. These costs are also paid for by the prices charged for goods to other agencies. The Bureau is not supported by General Fund monies.

(3) alWhat administrative costs are allocated.

ANSWER

One half FTE of Administrators salary of the Purchasing Division is paid by the Bureau and partial salaries of 2 lawyers in the Director's office is also paid for by the Bureau. The Central Stores Program share is \$14,596.

b]How is obsolete merchandise disposed of and is it charged back to Central Stores budget.?

ANSWER:

Obsolete inventory is disposed of through our surplus property program and is charged to the Central Stores program.

4) Could the State use the money that is invested in inventory in a more profitable way?

ANSWER:

The average inventory carried by Central Stores is

approximately \$700,000. Interest to be obtained is at about 8% on monies. The state would have made \$56,000 on the interest however, we would have lost the savings of over \$3,000,000 to the State.

5) State agencies can save money in many cases by buying office supplies downtown.

ANSWER:

The entire line carried by Central Stores has been reviewed line item by line item. In the office supply category two items out of 494 were found to be higher. These two items were used very minimally and the overall pricing has actually gone down this year. Attached is a review of downtown stores, central stores prices and the retail catalog on a selected amount of items.

The convenience factor should be considered. People out of town ordering must wait two to three weeks to receive merchandise.

ANSWER:

Delivery is actually within one week and emergency downtown buying is acceptable.

The convenience of ordering from one place while maintaining the work flow in your office is more convenient and less expensive to the agency. The ability to pay one transfer warrant claim per month rather than several small transfer warrant claims per month saves time and State dollars.

7) I would like to see the State agencies to have the option to purchase their items through Central Stores rather than being required to purchase from Central Stores, providing the local office supply dealer is competitive with their price.

ANSWER:

Allowing the option would present several problems:

- 1) What does competitive mean. Same price as Stores, lower price or what? Is the State willing to pay more.
- 2)It would be harder for Central Stores to know volumes of inventory to stock.
- 3)Indirect costs would increase drastically with staff downtown shopping and more costs would be incurred due to the increased

number of transfer warrant claims.

- 4) A stricter review of the agencies would have to be made to be sure that they were not paying higher prices.
- 5) Not all agency personnel are able to identify equal specification on items they are purchasing so that they are receiving the same quantity and quality for the price.

PRICE COMPARISON CENTRAL STORES VS OTHER RETAIL OUTLETS

ITEM	CENTRAL STORES PRICE	DOWNTOWN HELENA PRICING STORE #1 STORE #2	NA PRICING STORE #2	RETAIL CATALOG PRICE
LEGAL TABLETS 8-1/2" X 11"	4.77	9.60	15.60	12.36
MANILA ENVELOPES 10" X 13"	7.61	14.35	23.55	21.57
RING BINDER, BLK. 1-1/2"	2.021	9.95	6.50	6.00
COPIER PAPER 20# 8-1/2" X 11"	2.101	3.79	6.20	6.75
PENCIL, FIRST QUALITY, #2	0.941	1.70	2.90	1.80
POST-IT-PADS 3" X 3"	0.521	0.98	0.98	0.98
FILE FOLDER 1/3 CUT LETTER	4.92	, 11.00	1.2.74	10.65
STAPLE REMOVER	0.44	1.10	1.25	1.25
ADDING MACHINE TAPE 2-1/4"	0.271	0.69	0.98	0.60
PENS, UNIBALL MICRO, BLACK	8.11	.15.48	14.70	14.28
LIQUID PAPER	0.87	1.59	1.59	1.49
DISKETTES, 5-1/4"	6.00	23.95	19.90	24.20

INDEX AND ORDER FORM ON PAGES 32 & 33

EXHIBIT 8 DATE 1/32/87 HB 180

maeria towinc 833 N. WOOD ST. CHICAGO, IL. 60622

BUSINESS FURNITURE CATALOG 81-A



A could by Mich

convenience

index

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Attache & Portfolio Cases	• • • •
Blackboards/Corkboards	••••
Bins Book Carts	••••
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HOW TO ORDER: Use your company purchase order or the convenient order form in this catalog. Give our catalog model number and few words of description. Be sure to include color choice, fabric and other options. If confirming by purchase order form please indicate "Confirming Order" to avoid duplicating shipment.

TELEPHONE FOR FAST SERVICE: It's quick and easy, but to avoid confusion when calling have your catalog in front of you when cailing This can avoid confusion and delays to you.

OUR TERMS OF SALE: Sales to firms with established credit or an acceptable rating in Dun & Bradstreet, Inc., are made on standard open account terms of 30 days from date of invoice. All other firms should supply two major credit references or include check with order to assure prompt delivery.

SHIPPING: We ship by United Parcel Service or Parcel Post whenever weight and size limitations allow, all others by freight lines. We will always try to ship the cheapest way and from the warehouse closest to you.

as close as your telephone or mailbox

PRODUCT DESCRIPTION: We try to give all necessary information about our products, if you have any questions please don't hesitate to call, we'll be glad to help you.

DAMAGED SHIPMENTS: For your own protection, inspect shipments before signing the freight bill. If shipment is damaged, note damage on freight bill and file claim with carrier immediately because title to the merchandise passes to the consignee when the transportation company accepts the merchandise and the carrier is the agent of the consignee thereafter.

PRICES: Prices in this catalog are net orices. F.O.B point of origin shown in the catalog. All taxes (sales, use, occupation, etc.) required by law are in addition to prices shown.

UNCONDITIONAL GUARANTEE: We guarantee all items in this catalog are accurately represented and shipped free from defects and damage. If any product becomes defective as a result of inferior materials or workmanship, we will replace it at no charge to our customer.

added savings

VOLUME BUYING DISCOUNT:

If your need is for a small quantity of many different items and the dollar amount is substantial, why not request a quotation, we can save you money.

2. LARGE QUANTITY DISCOUNT:

If your need is greater than our last price column on any one item, why not get a quote, we can save you money here also. 5. PRODUCTS NOT SHOWN:

If you don't see it ask us we can help. We'll be glad to quote when you need an item modified from our book or any product that is not shown

Quality products for office-shop-industry-over 31 years of service.



MAIL ALL ORDERS TO:
MATERIAL FLOW INC.
833 N. Wood St.
Chicago, IL 60622
YOU CAN ALSO PHONE YOUR ORDER
312-421-7111

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detachable so that screens can be positioned upright or lengthwise Colors: Suede, Walnut and Bittersweet: Base is bases allow virtually unlimited layout flexibility. The bases are corners that were previously available only on more expensive preciate. Covered in a nylon-velvet fabric with designers radius the chaotic working environment gives way to a tranquil office aran exciting solution to office layout problems, it's called Vista Screen, a thrifty new screen that lets you design your own office Black backed on enamel. wear and stubborn resistance to impact. Movable stabilizer screen products. Cushioned edge is made of neoprene for long rangement that both office managers and workers will apfor efficiency, for productivity and for privacy. With Vista Screen, Put your office in order with this outstanding screen value. Now

FOB Elmhurst, IL.

YOU THOU ens, shipping wt. 122 ibs. 2 4 \$216.95 ea. \$197.95 ea.

Screens are shipped two per carton (same color and size)

Sold in multiples of two only. Weight is for two screens

7476-J ,/03/86

OFFICE FURNITURE

1.0 Scope

1.1 Provide custom wood furniture and dividers for various departments for the State of Montana.

2.0

Specifications

- 2.1 Room Dividers (see Attach "A") 3/4" plain sliced oak plywood with 3/4" solid oak edging for the
- Center core of $1/2^{\rm m}$ Celotex sound board covered on both sides with Ashvood Linen, Irvin Allen Regent or Century, or to match existing as noted.
- Overall dimensions may be as follows:

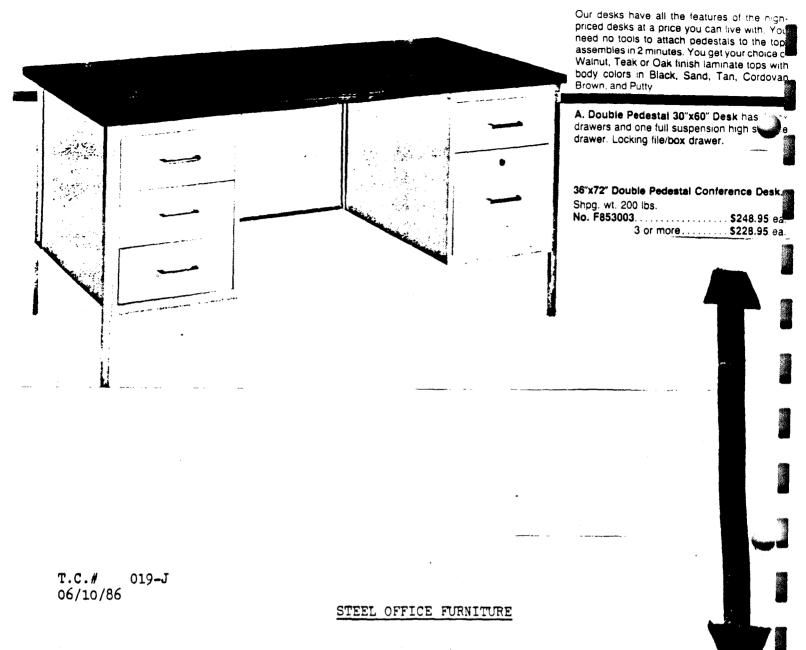
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Units are to be self-standing

Ö

- Bottom of divider unit to be T-1/2" from the floor.
- 2.2 Bookcase Room Dividers (see Attach "B")
- ? 3/h" plain sliced oak plywood with 3/h" solid oak edged frames.
- Divider back to be of 1/2" Celotex soundboard covered with Ashvood Linen or equal fabric.
- Design of the back will coordinate with 2.1 above with the possible exception of the fabric.
- Ö Shelf standards will be KV #255AL-Brown with KV #256 Walnut supports. Standards will be dadoed $3/16^{\rm m}$ into bookcase side.
- Ħ Divider sizes will be as follows:
- 6' h x b' v x 12" d 6' h x 5' v x 12" d 6' h x 6' v x 12" d 7' h x b' v x 12" d
- Bottom of divider will be 7-1/2" from the floor.
- ဂ Units are to self-standing.



7.4 Furniture Requirements

[ITEM][CLASS][DESCRIPTION	BRAND &][QUANTITY][UNIT][
[NO.][ITEM][ITEM	MODEL NO.][NO. UNIT][PRICE][EXTENSION	ON.
			900

A. SECTION A - AGENCIES AND INSTITUTIONS

1. EXECUTIVE DESK: Contemporary styling, approximately 36" x 70"; double pedestal with center drawer controlling lock; left pedestal to contain three (3) box drawers; right pedestal to contain one (1) box drawer and one(1) file drawer. Top of laminated plastic with self-edge, satin or chrome legs and drawer pulls; baked on enamel finish, adjustable glides on legs. Color Selection: black with walnut top; tan with teak top; dark brown with walnut top. General Fireproofing #1272-F-CDL; Steelcase #330706.

= QUALITY 4 es 426

3300

S E R I E S

DESKS,
SERVICE MODULES,
AND CONVERTIBLES

SPECIFIC INFORMATION

The 3300 Series is a contemporary grouping of Steelcase desks, returns and credenzas offering value features at competitive prices. Features include contemporary design drawer pulls, mitered drawer fronts, steel tops, flush back panels, recessed end panels and adjustable glides. Flush end panels and adjustable legs are optional.

The 3300 Series coordinates with all Steelcase contemporary chairs and files.

Top Material

Tops are available in your choice of any Steelcase Plastic Laminate, self-edge only.

Walnut, Light Oak and Dark Oak wood tops are available at an extra charge. Please note that genuine wood tops are subject to individual variations in graining and color.

For information on top materials other than Steelcase standards, please refer to the General Information and Index Section.

Finishes

Available in any Steelcase paint finish. Additional charges for 4653 White, 4700 Warm White and matte finishes are indicated in the price list.

For information on finishes other than Steelcase standards, please refer to the General Information and Index Section.

Leg Uprights and Hardware

Standard in 9201 polished or 9202 brushed chrome or in any Steelcase finish at no additional charge.

Drawer Arrangements

All double pedestal desks are standard with "E" pedestal at right, and "A" pedestal at left. Single pedestal desks have a "B" pedestal at right. "A" or "B" pedestals may be substituted at no extra charge. Please specify.

Desk Accessories

Each desk is equipped with the following:

- Progressive cradle suspension file drawer with compressor.
- One 4942 movable partition per box drawer.
- Black nylon hex-shaped glide, an optional non-skid glide cap is available for use on tile floors. Glide caps (black only) are \$9 per carton of four. To order, specify 99434.
- Convenience tray included in top box drawer or in optional center drawer.
- One 2256-P sliding reference shelf with clear plastic cover in top box drawer.

- Central lock mechanism controlling all drawers, included with optional center drawer.
- Desks ordered without center drawer are available with individual pedestal locks installed in kneespace. Pedestal locks are factory installed only at \$24 additional per lock. To order, specify at left and/or at right. When two locks are required in a unit, locks will be keyed differently unless otherwise specified.

Return and Credenza Information

In typing height return units, a 33342 cabinet (one personal drawer, two pox drawers) may be substituted for any 33344 cabinet (one personal drawer, one file drawer) at no extra charge. Specify.

In desk height return units and freestanding credenzas, a 33442 cabinet (three box drawers) may be substituted for any 33444 cabinet (one box drawer, one file drawer) at no extra charge. Please specify.

Also remember-

- Credenza packages (freestanding units) are complete with top, cubinets, flush end panels and leg uprights.
- (2) Return units with cabinets are complete with top, flush back panel, flush end panel, leg uprights and necessary attaching clamps and brackets.
- (3) Return units are standard at left unless specified right.
- (4) Return units are used ONLY with 60"x 30" single pedestal desks or larger.
- (5) Locks not available for tambour door units.

Convertible Accessories

- Each box drawer has one 4942 movable parttion.
- Each file drawer is equipped with progressive cradle suspension and compressor.

Pricing

All items are priced as factory installed. For field-installation use the Service Parts Manual.

_V.i.p..





T.C.# 019-J 07/01/86 - 06/30/87

STEEL OFFICE FURNITURE

[ITEM][CLASS][DESCRIPTION [NO.][ITEM][ITEM	BRAND &][QU MODEL NO.][NO	ANTITY][. UNIT][UNIT][PRICE][
11b. EXECUTIVE CHAIR: High back swivel, with armrests, swivel tilt, no top seams. Manual Steelcase #454-312, Regis.			
MANUAL	454-312	es	224.07
Same Chair with PNEUMATIC	454-362	ea.	263.82



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Swivel-tilt High Back Models	4- 5
Swivel-tilt Models	4- 7
Side Chairs	6-16
Sled-base Side Chairs	16-17
Task II	18-19
Task i	20-21

SPECIFIC INFORMATION

Steelcase 454 chairs use a double-shell construction to combine softly sculptured shapes with scientifically developed contours that fit the natural curves of the spine. Comfort features include contoured back support, waterfall front seat edge, seat comfort pocket, correct seat-to-back angle, tri-density foam construction, and neivic support seat contour.

Along with comfort, 454 chairs provide a broad range of models and design options. They are compatible with any office style and any task.

Standard features include Twist-O-Matic height adjustment on height-adjustable chairs; durable, color-impregnated polypropylene outer shell; thermoplastic armrests; five-arm pedestal base; and deck seams. Optional features include pneumatic height adjustment, fully upholstered outer shells, and upholstered arms.

All 454 swivel-tilt chairs feature the Unitrol control mechanism, which is unconditionally guaranteed not to squeak or break down for as long as the original purchaser owns the chair.

Upholstery:

Material Options:

Available in any Steelcase Spectrum Coordinated Materials Fabric, Counterpoint Collection Fabric (except Reflections), vinyl, or Continental Soft Leather. See General Information Section of Price and Product Manual for complete upholstery listing. Fully upholstered models in vinyl are not available.

C.O.M. Materials

C.O.M. materials must be approved and purchased by Steelcase.

Each chair model denotes an approximate yardage requirement for solid color fabrics (54" W.) only. SPECIFIC REQUIREMENTS MUST BE OBTAINED FROM THE STEELCASE DEALER SERVICES REPRESENTATIVE IN THE APPROPRIATE DIVISION.

Requirements can vary significantly depending on the selected material, pattern, width, and chair quantity. For additional information, see the General Information and Index Section of the Price and Product Manual.

Fully Upholstered Models:

The seat and back, including the outer shell and enclosed arms if selected, will be upholstered in the same fabric (not available in vinyl). Base and arms (cantilever or open loop) will not be upholstered.

Option: (Must Specify)

 Tufting, add a suffix "T" to style number and \$26.

Flammability:

All Steelcase furniture upholstered in standard Steelcase fabric meets the requirements of the Business and Institutional Furniture Manufacturers sociation First Generation Voluntary Upholstered Furniture Flammability Standard for Business and Institutional Markets. Care should be exercised near open flame or with burning cigarettes.

Outer Shell Color Options:

The Outer shell is available in:

6217 Warm Brown Value 2
6220 Warm Brown Value 5
6203 Tan Value 2
6203 Tan Value 2
6202 Grey Value 5
(For upholstered outer shell, see General Information

(For uphoistered outer shell, see General Information and Index Section.)

Monochromatic Option:

Monochromatic seating is the result of combining the "hard" components of a chair (outer shell, base, and arms) in the same color value. Dual wheel monochromatic casters are available in the same colors — see "Casters". Upholstery may be chosen to contrast or blend with these components.

To order a monochromatic chair, add a suffix "M" to the style number and indicate the upholstery material and outer shell (monochromatic) finish. There is no additional charge for this option.

Monochromatic finishes available in:

6217 Warm Brown Value 2
6220 Warm Brown Value 5
6220 Tan Value 5
6203 Tan Value 2
6203 Tan Value 2
6202 Grey Value 5
(For upholstered outer shell, see Upholstery Section.)

Monochromatic option not available on 454-610, -611, -612, and -617.

Arms:

High-back Models:

- Open loop in 9201 polished chrome with upholstered arm caps.
- Open loop, vinyl coated (monochromatic) with upholstered arm caps.
- Enclosed upholstered arms with polypropylene outer arm shell (only on moders without upholstered outer shells).
- Enclosed upholstered arms (only fully upholstered models).

WITNESS STATEMENT

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WITNESS STATEMENT

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EARL FRED	21			
TERRY HOWELL	((<u></u>
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STANDING COMMITTEE REPORT

		January 22	19 37
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