



## Proposal

Office Pavilion  
10030 Bent Oak Drive  
Houston, TX 77040  
Phone: 713-803-0000  
Fax: 713-803-0001  
www.ophouston.com

Order Number	33769
Project Number	
Date	12/15/2017
Customer PO Number	
Customer Account	DEEPAR
Salesperson	Celania Alvarez
Terms	NET 30
Page	1 of 4

**B** City of Deer Park  
**I** 710 E Augustine Street  
**L** Attn: Accounts Payable  
**L** Deer Park, TX 77536  
  
**T**  
**O** ATTN: George Watanabe  
Phone: 713.526.2738  
Email: george.watanabe@cre8houston.com

**S** City of Deer Park  
**H** 710 E Augustine Street  
**I** Deer Park, TX 77536  
**P**  
  
**T** ATTN: George Watanabe  
**O** Phone: 713.526.2738  
Email: george.watanabe@cre8houston.com

DELIVER AND INSTALL DURING NORMAL BUSINESS HOURS  
CITY HALL - COUNCIL CHAMBERS

### LABOR OR SCOPE CHANGES:

- Labor Services quoted below are based on the stated scope of work.
- Should scope of work change, labor services quoted costs will be adjusted accordingly.
- Should job site conditions or circumstances beyond the control of Office Pavilion require the need for additional services such as overtime, multiple phases or compressed installation schedule, additional labor costs shall become billable and will be brought to the attention of the Buyer in the form of a change order based on the applicable hourly rates.

Office Pavilion Team Members:

Sales, Celania Alvarez, CAlvarez@OPHouston.com, 281-382-8419

Sales Account Coordinator, Lola Oloko, loloko@ophouston.com, 713-595-0506

Line	Quantity	Description	List	Unit Price	Extended Amount
1	78.00 Each	Encore Seating, Inc 3531--G8-...-STANDARD-90-...-GC5-***** 3531 Signal Guest Chair, Wood Back, Armless G8:GRD: Upholstery Grade 8 ...:Skipped Option STANDARD:Standard Base Finish 90:Base Finish: #90 Metallic Silver ...:Skipped Option GC5:OPT: Ganging Connector *****:Options Complete Mark Line For: A101 CHAMBERS LEVEL 1  % Off List: 55.50	900.00	400.50	31,239.00
2	13.00 Each	Encore Seating, Inc 2500 2500 Chair Dolly, Black Mark Line For: A101 CHAMBERS  % Off List: 55.00	299.00	134.55	1,749.15

Group	Quantity	Description	Unit Price	Extended Amount
A101 CHAMBERS	1.0		32,988.15	32,988.15



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Order Sub-Total :	\$32,988.15
<b>TOTAL ORDER :</b>	<b>\$32,988.15</b>
Deposit(s) Received:	\$0.00
Balance Due:	\$32,988.15

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED

THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

PRICING EXPIRES 30 DAYS FROM PROPOSAL DATE



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## Terms And Conditions

### PRICES:

- Prices in this proposal are based on Manufacturer's list prices and will be held for 30 days from Proposal Date.
- Should project size or scope change, list prices and discounts may be subject to change accordingly.
- Unit Product prices are for product only and all services including Design, Project Management, Delivery, Installation and Freight are priced separately as per the enclosed detailed quote.
- Prices in this proposal are for all new products and do not include costs for relocation/disposal of existing furniture. NOTE: Office Pavilion will be happy to provide for this if required and more detailed information is provided about the existing furniture.

### CANCELLATION OR CHANGES:

- Order cancellation or changes shall be subject to each manufacturer's change and cancellation policy.
- The buyer is responsible for manufacturers' charges incurred as a result of buyer requested changes or cancellations after orders are placed. NOTE: After product is manufactured, all orders are non-cancelable.

### DELIVERY AND INSTALLATION CONDITIONS:

- Labor services for any additional work required will be quoted based on the following hourly rates:
  - Standard installation rate is \$45.00 per man hour and Overtime installation rate is \$67.50 per man hour
  - Normal business hours of installation are defined as Monday through Friday 7:30am to 4:30pm
  - Sunday/Holiday rate is \$90.00 per man hour
- The installation space shall provide an adequate staging area for all products ordered, access to a freight elevator and loading dock.
- The installation space shall be substantially complete with regard to construction, including carpet, cove base and ceiling work and shall be free and clear of construction trades except electricians and voice/data cabling contractors connecting and cabling the furniture.
- If changes are required that result in the need for additional overtime, multiple phases or a compressed installation schedule or if circumstances beyond the control of Office Pavilion dictate, additional labor costs will be presented via an Additional Services Form along with a quote based on applicable hourly rates.
- Buyer shall make arrangements for a licensed electrician to be present for hard wiring of the electrical power whips and for voice/data cabling contractor for routing of any data/communication cabling through the furniture.
- As applicable, Electrical connections to the building structure and any necessary permitting of furniture electrical are not included in this scope.
- As applicable, Within the City of Houston or any other jurisdiction which may require it, Buyer shall make arrangements for a licensed electrician to obtain necessary permits required for the furniture electrical as well as make all power connections and install all receptacles within the furniture.
- As applicable, Voice and Data communication cabling within the furniture are not included in this scope.

### DELAYS:



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- If product cannot be delivered and installed at the job site as scheduled and agreed upon, Office Pavilion will notify buyer immediately, re-route the products, off-load, unpack and inspect all goods for potential freight damage, file any applicable freight claims if necessary and store products in our warehouse until site is ready to receive products.
- Any product requiring re-routing due to circumstance beyond the control of Office Pavilion will be subject to double handling costs and/or potential applicable storage fees. If storage fees become applicable, Buyer will be notified and a separate proposal will be provided
- All product will be invoiced as received at Office Pavilion.

### **ADDITIONAL PAYMENT TERMS:**

- 100% deposit will be required pending credit approval if current terms indicate "pending credit verification".
- Visa, MasterCard and American Express are accepted forms of payments for purchases up to \$5,000. Credit card payments will be processed 100% at time of order entry.
- Invoicing occurs after the initial walk-through/Punch List has been approved by the Buyer or upon substantial completion of project.
- 10% of Invoice may be withheld until Punch List is resolved.
- Should other invoicing procedures be required, please notify Accounts Receivable at Office Pavilion.

### **SECURITY INTEREST:**

- Office Pavilion retains title (a security interest) to this furniture until it is paid for in full. Customer hereby grants Office Pavilion a security interest in any and all furniture, fixtures, supplies and product provided to Customer by Office Pavilion (the "Collateral") and any and all proceeds from such Collateral. Such Collateral is more fully described in the attached specifications. The security interest is hereby granted to secure the payment of any and all indebtedness of Customer to Office Pavilion for the Collateral provided.

**SAFETY: Please inform Office Pavilion if there are any safety requirements that must be completed prior to the install.**

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name