

**Lee County Board Of County Commissioners  
Agenda Item Summary**

Blue Sheet No. 20031107

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve award of project # EX030791, the purchase of carpet installation for Public Works/Construction and Design Department, from Re:Source Florida an Interface Company via GSA Contract #GS-27F-0002A at \$76,002.00. Also request approval of expenditure of a not to exceed amount of \$5,000.00 for incidentals related to the installation of carpet. Additionally approve the budget transfer of \$225,000 from Capital Improvement Reserves to the CD/PW Carpet Replacement project and amend FY 03/04-07/08 CIP.

**WHY ACTION IS NECESSARY:** Purchases over \$50,000 must be approved by the Board.

**WHAT ACTION ACCOMPLISHES:** Allows Public Works/Construction and Design Department to install carpet in the CD/PW Building.

**2. DEPARTMENTAL CATEGORY:  
COMMISSION DISTRICT #**

**C2B**

**3. MEETING DATE:**

**10-07-2003**

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:  
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. AC-4-1
- CODE
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER
- B. DEPARTMENT Construction & Design
- C. DIVISION Public Works

BY: Jim Lavender

**7. BACKGROUND:**

On September 3, 2003 Purchasing received a request from Public Works/Construction and Design Department to prepare a bluesheet for the purchase and installation of carpet for CD/PW Building from Re: Source Florida an Interface Company via GSA Contract.

Account String: 20872630100.506410

Attachment: (1) Department request for bluesheet (3) Re:Source Florida Quote (5) GSA Price List  
(2) Authorization to utilize GSA Contract (4) Request for Transfer of Funds

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager	
<i>J. Lavender</i> 9-18-03	<i>Janet Sheehan</i> 9-16-03 <i>CSH</i> 9-16-03		<i>BAD</i> 9/18/03	<i>WLS</i> 9/19/03	<i>Admin</i> 9/25/03	OA <i>ebw</i> 9/24/03	OM <i>MS</i> 9/24/03	Risk <i>MS</i> 9/24/03	GC <i>MS</i> 9/24/03	<i>J. Lavender</i> 9-18-03

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

**Rec. by CoAtty**  
 Date: 9-19-03  
 Time: 4:30 PM  
 Forwarded To:  
*Clayton...*

RECEIVED BY  
 COUNTY ADMIN: *EW*  
 \_\_\_\_\_  
 COUNTY ADMIN  
 FORWARDED TO:  
 \_\_\_\_\_  
 9/25/03

# ATTACHMENT 4

## REQUEST FOR TRANSFER OF FUNDS

FUND NAME: Capital Improvement Fund DATE: 09/03/03 BATCH NO. \_\_\_\_\_

FISCAL YEAR: 03/04 FUND #: 30100 DOC TYPE: YB LEDGER TYPE: BA

TO: Capital Projects General Government Capital Projects  
(DIVISION NAME) (PROGRAM NAME)

NOTE: PLEASE LIST THE ACCOUNT NUMBER BELOW IN THE FOLLOWING ORDER:  
FUND #-DEPT/DIV #-PROGRAM #-OBJECT CODE #-SUBFUND #-PROJECT#-COST CENTER #.  
(EXAMPLE: BB5120100100.503450)

ACCOUNT NUMBER	OBJECT NAME	DEBIT
<u>20872630100.506540</u>	<u>Construction - Improvements</u>	<u>\$ 225,000</u>
	TOTAL TO:	<u>\$ 225,000</u>

FROM:	Reserves	
(DIVISION NAME)	(PROGRAM NAME)	
ACCOUNT NUMBER	OBJECT NAME	CREDIT
<u>GC5890130100.509910</u>	<u>Reserves for Contingencies</u>	<u>\$ 225,000</u>
	TOTAL FROM:	<u>\$ 225,000</u>

EXPLANATION: Transfer budget from Reserves to replace carpet and furniture for the fourth floor of the CD/PW Building.

_____ DIVISION DIRECTOR SIGNATURE	DATE	<u>[Signature]</u> DEPARTMENT DIRECTOR SIGNATURE	<u>9-19-03</u> DATE
DBS: APPROVAL <input checked="" type="checkbox"/> DENIAL _____		<u>[Signature]</u> OPERATIONS ANALYST SIGNATURE	<u>9-24-03</u> DATE
APPROVAL <input checked="" type="checkbox"/> DENIAL _____		<u>[Signature]</u> BUDGET OPERATIONS MANAGER SIGNATURE	<u>9/24/03</u> DATE
CO. ADMIN.: APPROVAL _____ DENIAL _____		_____ CO. ADMIN. SIGNATURE	_____ DATE

BCC APPROVAL DATE \_\_\_\_\_ BCC CHAIRMAN SIGNATURE \_\_\_\_\_

BA NO: \_\_\_\_\_ AUTH CODE: \_\_\_\_\_ TRANS DATE: \_\_\_\_\_ REV. 05/93

*me*

**MEMORANDUM  
FROM  
THE DEPARTMENT OF  
PUBLIC WORKS**

**ATTACHMENT 1**

03 SEP -5 PM 1:33

Date: September 3, 2003

To: Janet Sheehan  
Purchasing Director

From: Bev Dearborn  
Program Manager *Bev*

**RE:** Carpet for CD/PW Building

Please use the attached information to prepare a blue sheet for the purchase of carpet from Re:Source Florida for the fourth floor of the CD/PW Building.

This project is being advanced due to the relocation of Community Development employees from the second floor to the fourth floor of the CD/PW Building. Budget Services has been involved with this and have agreed to transfer \$225,000 from Capital Improvement Reserves for carpet and furniture. Another blue sheet will be requested in the future to purchase the furniture.

Please include the following in the Action Requested section of the blue sheet so that the budget can be established:

Approve Budget Transfer of \$225,000 from Capital Improvement Reserves to the CD/PW Carpet Replacement project and amend FY 03/04 - 07/08 CIP.

Funding will be available in account string: 20872630100.506410

Please let me know if you need any additional information.

**Re:Source Florida**  
an Interface company  
4915 W. Grace Street  
Tampa, Florida 33607

813.286.7774 tel  
813.281.0865 fax

ATTACHMENT 2

**Re:Source**

## Memorandum

To: Chris ( Lee County purchasing )  
From: Ken Jackson (KJ)  
cc:  
Date: Monday, September 8, 2003  
Subject: GSA approval

Per our phone conversation on 9/8/03, this memo authorizes Lee County to utilize the GSA pricing schedule, to purchase Interface Libra carpet tiles for the renovation of the 4th floor at the Public Works building. If you should have any questions please contact me 813-286-7774.

Re:Source Florida  
1101 N. Ward St.  
Tampa, Fla. 33607

# ATTACHMENT 3

813-286-7774 tel  
813-281-0865 fax

Revised Proposal 9/11/03  
Revised Proposal 9/8/03

## GSA CONTRACT NUMBER - GS -27F-0002A

Proposal submitted to:		Date:	8/15/03
Name:	Lee County	Phone:	239-479-8305
Address:	1500 Monroe St	Job Name:	Lee County Public Works ( 4th floor )
		Address:	1500 Monroe St
City/State:	Fort Myers, Fl 33902-0398	City/State:	Fort Myers, Fl
Attn:	Betty Schuetzman	Fax:	239-479-8307

Supply and install Interface Libra cushion carpet tiles, color 2137, 4" Johnsonite vinyl cove base, color TBD and carpet to VCT transitions for 4th floor. Libra carpet tile is on GSA schedule. Attic stock is included.

Our costs are complete with material, freight, delivery, installation, adhesives, rip up / disposal of existing carpeting and necessary transitions. It is assumed that all work will be in phases and on the weekends. All furniture to be moved by others prior to install of new carpeting. The following is our proposal:

Libra carpet tiles	2595.32 yds	@	\$16.08	\$41,732.00
Upcharge for cushion	2595.32 yds	@	\$1.50	\$3,893.00
Attic stock for carpet tile	125.58 yds	@	\$16.08	\$2,019.00
Upcharge for cushion	125.58 yds	@	\$1.50	\$157.00
GSA labor for cpt tiles	2595.32 yds	@	\$3.50	\$9,083.00
4" vinyl cove base	2400.00 lf	@	\$1.25	\$3,000.00
Carpet tile adhesives	19.00 (4 gal)	@	\$56.36	\$1,071.00
Rip up / disposal of existing carpeting and scraping of old adhesives				\$7,687.00
Freight, RH & D, minor floor preparation, overtime weekend work, dumpster				\$7,172.00
Transitions				\$188.00
			Total	\$76,002.00

Carpet tile pricing directly off GSA schedule.

Excessive floor preparation and leveling is not included. Re:Source Florida will inspect the subfloor and report any inadequacies that will adversely effect our work. Re:Source Florida will perform floor preparation on a time and material basis or flat rate where and when authorized. Cleaning, protection, washing and waxing of installed materials are not included in our proposal.

### PROPOSAL ACCEPTANCE

Re:Source Florida Ken Jackson

Customer Acceptance

Date 9/11/03

Date

# Re:Source

Sep. 8. 2003 2:56PM

706 894 5014  
IFS CUSTOMER SERVICE

No. 7008 P. 1

**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**  
**Authorized Federal Schedule Price List**  
**Effective: October 1, 2002**  
**(Modification #44: March 5, 2003)**

**ATTACHMENT 5**

**FSC Group 72, Part I, Section A -- Carpet, Carpet Tile, and Carpet Cushion**

**Contract Number : GS-27F-0002A**

**Contract Period: October 1, 2002 through September 30, 2007**

**Contractor: Interface Americas, Inc.**  
**(Representing the Interface Flooring Systems, Inc. Brand)**  
**P.O. Box 1503, Orchard Hill Road**  
**LaGrange, Troup County, Georgia 30241**  
**Tel: 800-336-0225 or 706-882-1891**

**Customer Service:**  
Dana Dunklee, Customer Service Associate, Government Sales  
**Tel: 800-472-4771 or 706-812-6223**  
**Fax: 706-884-5014**

**Contract Sales & Marketing:**  
Wendell Hadden, Vice President Government and Institutional Sales  
**Tel: 800-336-0225 ext. 6115 or 706-812-6115**  
**Fax: 706-884-5660**

**Contract Administration:**  
Linda Nelson, GSA Administrative Assistant  
**Tel: 800-336-0225 ext. 6485 or 706-812-6485**  
**Fax: 706-884-5660**

**Need a sample? [Http://www.thesamplecenter.com](http://www.thesamplecenter.com)**

**Business Size:** Large  
**TIN:** 58-2132517  
**DUNS:** 06-453-9372  
**CAGE CODE:** 7V104

Post-It® Fax Note		7671	Date 9-8-03	# of pages 9
To	Ken@resources		From	Tina Ussey
Co./Dept.			Co.	
Phone #			Phone #	
Fax #	813-781-0913		Fax #	

**Information for Ordering Activities:**

**1a. Table of Awarded Special Item Numbers:**

- SIN 31-301: Broadloom, Tufted, Nylon, Wool, and/or Wool Nylon Blend
- SIN 31-303: Carpet Tiles, Nylon, Wool, and/or Wool/Nylon Blend
- SIN 31-304: Antimicrobial Carpet, Nylon, Broadloom and/or Carpet Tiles
- SIN 31-304: Computer Grade, Broadloom and/or Carpet Tiles
- SIN 31-304: Stain Resistant Carpet, Nylon Broadloom and/or Carpet Tiles
- SIN 31-601: Recycled Content Broadloom Carpet and Carpet Tiles
- SIN 31-603: Accessorial Services and Accessories
- SIN 31-604: Optional Installation

**1b. Lowest Price Style Within Each SIN:**

SIN 31-301:	Quadrangle Broadloom	\$13.36 per square yard
SIN 31-303:	Cubic Carpet Tile	\$11.89 per square yard
SIN 31-304:	Tapestry Plus Broadloom	\$15.51 per square yard
SIN 31-304:	Moiré Plus Carpet Tile	\$16.26 per square yard
SIN 31-601:	Cubic GlasBac Re Tile	\$13.39 per square yard

**2. Maximum Order Limitation:** \$500,000

**3. Minimum Order:** \$100

**3a. Variation In Quantity:** +/- 5% with a 25 square yard maximum

**4. Geographic Coverage:** 48 states and Washington, D.C.;  
 contract items are available to all U.S. facilities worldwide

**5. Point of Production:** LaGrange, Troup County

**6. Statement of Price:** Per Square Yard

**SIN 31-301: Broadloom Carpet**

<u>Style Name:</u>	<u>Style #:</u>	<u>Price (Includes Freight &amp; IFF):</u>
Bouclé Grid	1612907700	\$16.13
Central Line	1667107700	\$18.84
Dot Corn	1461507700	\$15.67
Earth	1666707700	\$15.50
Kamala	1663507700	\$16.74
Libra	1629007700	\$15.83
Marrakesh	1622207700	\$16.55
Microchip	1621907700	\$15.21
Moiré Plus	1731907700	\$15.50
Mountain Pass	1610107700	\$14.87
Plane	1378107700	\$13.43
Quadrangle	1390107700	\$13.36
Rain Forest	1624807700	\$15.61
Route 66	1461107600	\$14.20
Southern Plains	1462407600	\$13.78
Tapestry Plus	1735107700	\$15.51
Tatami	1618207700	\$15.93
Wind	1666807700	\$14.38

**SIN 31-303: Carpet Tile**

<u>Style Name:</u>	<u>Style #:</u>	<u>GlasBac Price (Includes Freight/IFF):</u>	<u>NexStep Price (Includes Freight/IFF):</u>
Amplified	1463002500	\$18.03	
Bouclé Grid	1612902500	\$16.37	
Caribbean II	1660702500	\$16.89	
Central Line	1667102500	\$20.58	
Chenille Warp	1462902500	\$17.42	
Circuit Board	1662502500	\$16.98 (250yd <sup>2</sup> min)	
Crossing		1462702500 \$14.92	

**SIN 31-303: Carpet Tile (continued)**

<b>Style Name:</b>	<b>Style #:</b>	<b>GlasBac Price (Includes Freight/IFF):</b>	<b>NexStep Price (Includes Freight/IFF):</b>
Cubic GlasBac	1380102500	\$11.89	
Cubic NexStep	138010250A	-	\$13.39 (orders 250 yd <sup>2</sup> and above)
Cubic NexStep	138010250A	-	\$15.39 (orders 50-249 yd <sup>2</sup> )
Diversity	1462802500	\$16.60	
Dot Com	1461502500	\$16.80	
Earth	1666702500	\$15.43	
Emaki	1664702500	\$18.06	
Entropy	1660202500	\$17.23	
Equilibrium	1380202500	\$19.52	
Frequency	1662002500	\$20.19	
Furrows	1666302500	\$16.63	
Ginza	1665002500	\$18.06	
Gist	1370702500	\$22.51	
Happening	1463202500	\$18.03	
Interference	1470102500	\$18.41	
Jakarta II	1617102500	\$16.44	
Kabuki	1664802500	\$18.06	
Karnala	1663502500	\$17.31	
Koi	1664902500	\$18.06	
Leader	1616202500	\$17.97	
Libra	1629002500	\$16.08	
Marrakesh	1622202500	\$16.79	
Matsuri	1664502500	\$18.06	
Microchip	1621902500	\$16.75	
Moiré Plus	1731902500	\$16.26	
Mountain Pass	1610102500	\$16.88	
New England	1620202500	\$16.18	
Nikko	1663402500	\$17.48	
Paint Box	1666402500	\$18.96	
Plane	1378102500	\$14.30	
Pop Plaid	146420200A	-	\$21.27
Psychedello	1463102500	\$18.03	
Quadrangle	1390102500	\$14.69	
Rain Forest	1624802500	\$15.12	
Ratio	1370402500	\$13.93	
Route 66	1461102500	\$15.48	
Samurai	1664602500	\$18.06	
Shantung	166180A800	\$23.51	
Shizen	1664402500	\$18.06	
Silk Route	1660502500	\$16.18	
Southern Plains	1462402500	\$14.46	
Tapestry Plus	1735102500	\$17.05	
Tatami Tile	1618202500	\$16.03	
The Loop	1623102500	\$16.64	
Theorem	1003U02500	\$13.93	
Timberline	1660102500	\$16.88	
Tonal	1412302500	\$17.39	
Wind	1666802500	\$14.38	



**SIN 31-304: Antimicrobial Broadloom** Price  
(Includes  
**Style Name:** **Style #:** **Freight/IFF):**  
Tapestry Plus Broadloom 1735107700 \$15.51

**SIN 31-304: Antimicrobial Carpet Tile** Price  
(Includes  
**Style Name:** **Style #:** **Freight/IFF):**  
Tapestry Plus Carpet Tile 1735102500 \$17.05

**SIN 31-304: Stain Resistant Carpet Tile** Price  
(Includes  
**Style Name:** **Style #:** **Freight/IFF):**  
Moiré Plus Tile 1731902500 \$16.26

**SIN 31-304: Computerguard Carpet Tile** Price  
(Includes  
**Style Name:** **Style #:** **Freight/IFF):**  
Furrows Computerguard 166650250C \$23.82  
Standard Colors:  
#3962 Volcanic Ash  
#3963 Millet  
Minimum Requirements for above 2 colors: 1 box

**Note: Effective 11/13/2002, the following standard Furrows Colors are available with Computerguard added:**

Furrows Computerguard Additional Color Line:

#1441 Wheat	#1448 Silt
#1442 Flax	#1450 Rye
#1443 Barley	#1452 Clover
#1444 Maize	#1453 Fescue
#1445 Georgia Clay	#1454 Hops
#1446 Top Soil	#1455 Alfalfa
#1447 Oats	#1456 Wild Rice

Minimum Requirements: 500 yd<sup>2</sup> Minimum with \$5.00/yd<sup>2</sup> Upcharge & 10% Overage

**SIN 31-601: Recycled Content: Carpet Tile with GlasBac Re® Tile**

<b>Style Name:</b>	<b>Style #:</b>	<b>Price (Includes Freight/IFF):</b>
Bouclé Grid	161290250E	\$17.88 (Requires 100 Yd <sup>2</sup> minimum)
Caribbean	166070250E	\$18.40 (Requires 100 Yd <sup>2</sup> minimum)
Cubic	138010250E	\$13.39 (Requires 100 Yd <sup>2</sup> minimum)
Entropy	166020250E	\$18.75 (Requires 100 Yd <sup>2</sup> minimum)
Falling Water	166920250E	\$19.54
Furrows	166630250E	\$18.14 (Requires 100 Yd <sup>2</sup> minimum)

**SIN 31-601: Recycled Content: Carpet Tile with GlasBac Re® Tile (continued)**

<b>Style Name:</b>	<b>Style #:</b>	<b>Price (Includes Freight/IFF):</b>
Kamala	166350250E	\$18.82 (Requires 100 Yd <sup>2</sup> minimum)
Libra	162900250E	\$17.60 (Requires 100 Yd <sup>2</sup> minimum)
Merano	146090250E	\$24.01
Paesaggio	146040A0E	\$24.35
Quadratto	146070A0E	\$24.35
Rain Forest	162480250E	\$16.64 (Requires 100 Yd <sup>2</sup> minimum)
Robie House	166940250E	\$19.54
Sabi	1002U0250E	\$18.95
Silk Route	166050250E	\$17.70 (Requires 100 Yd <sup>2</sup> minimum)
Taliesin	166910250E	\$19.54
Tatami Tile	161820250E	\$17.55 (Requires 100 Yd <sup>2</sup> minimum)
Transformation	146030250E	\$18.71
Umbria	146060A0E	\$24.35

**SIN 31-603: Accessorial Services & Accessories** **Price Includes Freight when Ordered with Carpet:**

<b>Style Name:</b>	<b>Style #:</b>	<b>Price:</b>
Grid-Set Tile Adhesive:	512001	\$18.49 per 1 gallon
Grid-Set Tile Adhesive:	512004	\$56.36 per 4 gallons
System Six Broadloom Adhesive:	512101	\$23.89 per 1 gallon
System Six Broadloom Adhesive:	512104	\$78.45 per 4 gallons

**SIN 31-604: Optional Installation**

Maximum Order Limitation for SIN 31-604: \$150,000

Terms: Net 30 days

Prices do not include adhesive (see SIN 31-603)

Installation Prices Per Zone

<b>States Covered:</b>	<b>31-604(a) \$/sy</b>	<b>30-604(b) \$/sy</b>	<b>31-604(c) \$/sy</b>	<b>31-604(d) \$/sy</b>
<b>MA,ME,NH,VT,RI,CT,NY,NJ</b>	<b>\$6.25</b>	<b>\$5.25</b>	<b>\$5.25</b>	<b>\$5.25</b>
<b>PA,DE,MD,VA,WV,DC</b>	<b>\$4.50</b>	<b>\$4.50</b>	<b>\$4.50</b>	<b>\$4.50</b>
<b>NC,SC,GA,FL,AL,MS,TN</b>	<b>\$4.00</b>	<b>\$3.50</b>	<b>\$3.50</b>	<b>\$3.50</b>
<b>OH,KY,IN,MI,IL,WI,MN,IA,ND,SD,NE</b>	<b>\$4.50</b>	<b>\$4.50</b>	<b>\$4.50</b>	<b>\$4.50</b>
<b>LA,AR,MO,KS,OK,TX</b>	<b>\$4.00</b>	<b>\$3.50</b>	<b>\$3.50</b>	<b>\$3.50</b>
<b>MT,WY,ID,CO,UT,NV,OR,WA,North CA</b>	<b>\$5.25</b>	<b>\$4.50</b>	<b>\$4.50</b>	<b>\$4.50</b>
<b>NM,AZ, South CA</b>	<b>\$5.25</b>	<b>\$4.00</b>	<b>\$4.00</b>	<b>\$4.00</b>

<b>Legend:</b>	SIN 31-604 (a) -	Installation - Performance Broadloom
	SIN 31-604 (b) -	Free Lay Installation of Tile
	SIN 31-604 (c) -	Full Spread Installation of Tile
	SIN 31-604 (d) -	Grid Installation of Tile

Installation shall be in accordance with Interface Flooring Systems, Inc. instructions and the Carpet and Rug Institute (CRI) Standards for Installation of Textile Floorcovering Materials (104 for Commercial/105 for Residential).

Installation prices are based on carpet installation in an open, empty office/ dormitory/quarters space on a "clean floor." A "clean floor" is one where the condition is appropriate to accept carpet with no additional preparation other than possibly sweeping clean. Installation shall be performed during normal hours of ordering agency, Monday through Friday, holidays excluded.

Installation prices do not include adhesive. Adhesives are available under {Special Item Number} SIN 31-603 for Interface products.

Additional services can be provided by Interface Flooring Systems, Inc. through its Re:Source Americas Service Providers on an open market basis. Items such as carpet measurements, furniture lifting, furniture moving, floor preparation take-up and disposal, after hours work, etc. are available through the Re:Source Project Management Department, 800-336-0225, ext. 7404. Use of low VOC (volatile organic compound) emitting, low odor adhesives, which help alleviate indoor air pollution, will be used for all installations.

Subfloor preparation (take-up and disposal of existing floor covering, flashpatching for uneven floor, extensive cleaning, cost of temporary warehousing, etc.) is not covered by this contract. Interface is prepared to negotiate these and other services with the customer agency on an open market basis.

Payment for carpet purchased shall be made by the customer agency prior to installation. When installation is required in conjunction with carpet purchased under contract, Interface may invoice separately for the carpet.

Compliance with all local laws, regulations, and ordinances are the responsibility of Interface and the Re:Source Americas contractors.

Installation Warranty: All installation work is guaranteed for one year for any defect in workmanship and materials used to install the carpet.

**7. Quantity Discounts:** N/A

**8. Prompt Payment Terms:** Net 30 days with Purchase Order

**9. Government Commercial Credit Cards:** will be accepted for phone orders as well as written orders.

**10. Foreign Items:** None

**11. Time Of Delivery:** 60-75 days ARO

**12. F.O.B. Point:** F.O.B. Destination from LaGrange, Georgia to Loading Dock in 48 contiguous states and Washington, D.C. Contact Dana Dunklee with Interface Government Customer Service, 800-472-4771, for inside delivery charge estimates. **Unloading and inside delivery charges will be invoiced at cost to customer.**

Sep. 8. 2003 2:55PM

IFS CUSTOMER SERVICE

No. 7008

P. 7

**13. Ordering Address:**

Interface Flooring Systems, Inc.  
 Government Customer Service  
 Attn: Dana Dunklee  
 P.O. Box 1503  
 LaGrange, GA 30241  
 Tel: 800-472-4771  
 Fax: 706-884-5014

**14. Payment Address:**

**A NOTE TO OUR CUSTOMERS: OUR INTERFACE LOCKBOX MAILING ADDRESS HAS CHANGED.**

**ALL PAYMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:**

<b>Lockbox Mailing Address</b>	<b>Physical Address for Courier Service</b>	<b>For Wires and ACH Payments</b>
Interface Americas, Inc. (Representing the Interface Flooring Systems, Inc. Brand P. O. Box 951700 Dallas, TX 75395-1700	First Union Bank/Lockbox Dept. 1010 West Mockingbird Lane Suite 100 Dallas, TX 75247 Interface Americas Lockbox #951700	First Union Bank 999 Peachtree Street, N.E. Atlanta, GA 30309 ABA #061000227 Account #2000014508156

**15. Warranty:** Warranty included in contract clause 552.246-17, and Interface warranties are in force when manufacturer's installation and maintenance instructions are followed, and when installed and used under normal indoor use conditions. Copies of the warranty may be obtained from Interface Customer Service in LaGrange, GA.

**16. Export Packing Charges:** No additional charge for export packing.

**17. Rental, Maintenance and Repair:** N/A

**18. Installation:** Installation is available as per SIN 31-604. Instructions are supplied with all orders, and on-site guidance can be requested.

**19. Repair Parts:** N/A

**20. Service and Distribution Points:** N/A

**21. Participating Dealers:** N/A

**22. Preventive Maintenance:** Carpet maintenance recommendations and service contracts are available; contact your local sales representative for details of availability in your area.

**23. Environmental Attributes: Sustainability** Interface feels a tremendous obligation to the environment, and has been challenged by its founder to lead the world in industrial ecology by becoming a sustainable corporation. The road map we are following on this journey includes 7 Fronts of Sustainability, a few of which include: eliminate waste, eliminate harmful emissions, use only renewable energy, and create closed loop processes.

Also included in this journey is the incorporation of recycled content into our products. Many Interface carpet styles contain recycled content. Also, with the addition of GlasBac RE (recycled content vinyl backing), the total product recycled content can be increased to the low to mid 50% range with a minimum of 20% post consumer recycled content.

Interface has a great deal of information available on its environmental efforts and journey to sustainability. For more details, contact Interface Sales Support, 800-336-0225 ext. 6511.

You may also visit our website: <http://www.interfacesustainability.com/>

**24. Environmental Attributes: ISO 14001 and ISO 9001** Interface Flooring Systems is currently registered to two international standards for quality and environmental concerns. ISO 9001 is a quality management system model that IFS received registration to on May 3, 2002.

ISO 14001 is an environmental management system model, and since environmental stewardship is at the core of IFS's philosophy, the company pursued and received registration to this standard first, on June 18, 2001. IFS uses internationally recognized Underwriters Laboratories Inc. as its registrar.

In addition to these two international standards, Interface Flooring Systems has recently received notification from the Environmental Protection Agency that its application for membership in the EPA's National Environmental Performance Track program has been accepted. This program is "designed to recognize and encourage top environmental performers - those who go beyond compliance with regulatory requirements to attain levels of environmental performance and management that benefit people, communities, and the environment."

Performance Track closely mirrors ISO 14001 wherein it requires a company to comply with established environmental management requirements within its entry criteria. There are four basic areas that a company must comply:

- A company must have adopted and implemented an environmental management system (EMS) that includes the elements specified in the Performance Track Entry Criteria;
- Is able to demonstrate specific environmental performances and commit to continued improvement;
- Commits to public outreach and performance reporting; and,
- Has a record of sustained compliance with environmental requirements.

For questions or further information on ISO 9001 and ISO 14001, please contact Tim Apilin, ISO Program Coordinator, at 800-336-0225 ext. 6176.

Sep. 8. 2003 2:59PM

IFS CUSTOMER SERVICE

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**25. GSA Contract #GS-27F-0002A: QuickShip Colors Available:****Quick Ship Program  
50cm GlasBac Tile****Up to 1000 square yards in 2 weeks****Effective July 1, 2002**

<b>Boucle Grid - 1612902500</b> 1901 - Ash 1905 - Moon Light 1913 - Canyon	<b>Caribbean - 1660702500</b> 3045 - Mahi-Mahi 3056 - Anemone 3071 - St. Thomas 3074 - Aruba 3080 - Antigua 3081 - Jamaica 3084 - Cayman	<b>Chenille Warp - 1462902500</b> 3677 - Retrospective 3687 - Hindsight 3682 - Repetitions
<b>Cubic - 1380102500</b> 4287 Shape 4289 Matrix 4291 Square 4292 Area 4295 Symmetry	<b>Entropy - 1660202500</b> 3477 - Random 3478 - Chance 3493 - Variations 3494 - Chameleon 3497 - Metamorphosis	<b>Furrows - 1666302500</b> 1444 - Maize 1446 - Top Soil 1451 - Millet 1453 - Fescue 1454 - Hops
<b>Jakarta - 1617102500</b> 2244 - Cullion	<b>Kamala - 1663502500</b> 2941 - Tea Leaves 2944 - Bonsai 2945 - Honshu 2946 - Rice Wine	<b>Libra - 1629002500</b> 2134 - Orbit 2136 - Sirius 2137 - Celestial 2141 - Equinox
<b>Marrakesh - 1622202500</b> 1711 - Tunis 1723 - Bedouin 1724 - Sahara	<b>New England - 1620202500</b> 1079 - Nantucket	<b>Nikko - 1663402500</b> 2931 - Tea Leaves
<b>Rain Forest - 1624802500</b> 1373 - Rio 1376 - Orchid 1379 - Blue Macaw	<b>Route 66 - 1461102500</b> 2481 - Chicago 2482 - Bloomington 2488 - Sayre 2495 - Flagstaff 2499 - Santa Monica	<b>Silk Route - 1660502500</b> 4323 - Kohl
<b>Tapestry + - 1735102500</b> 2448 - Babylon 2449 - Constantinople 2451 - Pompeii 2452 - Bergamo	<b>Tatami - 1618202500</b> 1834 - Kyoto 1838 - Otaru 1840 - Tokara 1841 - Nagoya	
<b>No Overage Required on QuickShip items under SIN 31-303</b>		