

\*Signatures needed for all affected units, departments and colleges.

## Facilities Reinvestment Funding Proposal One-Time Non-Base Investment Proposal: Step 2

*(Please limit the proposal narrative and attachments to 10 pages)*

Proposal Name:           Morris Hall "Crossroads" Remodel          

1. Provide a description of the project being proposed. (5 points)

We propose to renovate the student commons area on the second floor of Morris Hall (MH), known as the "Crossroads." With the renovation, the Crossroads would become a more inviting, accommodating and effective space. The area is presently an eyesore and doesn't show a commitment to supporting student learning. With this renovation, we will address these issues and meet two of the President's challenges:

- Challenge 2
  - Create a community space to improve student recruitment, retention and persistence
- Challenge 7
  - Utilize the space more efficiently and effectively by:
    - Providing 2-3 media-scape tables for groups of students
    - Adding 12-16 high-top counter spaces for individual student work
    - Creating a relaxing space with comfortable couches

The renovation would necessitate rethinking what is located in the space, for example, student organization bulletin boards would be replaced by informational monitors. A potential solution for relocating the vending and recycling might be the space to be vacated by CETL next year.

(FOR A MULTIPLE VISUALS OF THE RENOVATION, PLEASE REFER TO BLUEPRINT ATTACHMENTS)

2. Describe how the project will drive positive transformational change. (10 points)

The culture of the College of Business is one of professionalism. The Crossroads should reflect this emphasis on excellence, and the space is currently not living up to this standard. Updating and reorganizing the space will transform the Crossroads into a desirable and professional workspace for students and faculty.

3. Describe the impact this project will have on students and/or others whom we serve. (10 points)

Challenge 2 focuses on improving recruitment, retention and support, and persistence of students. Our proposal will address these issues.

- Recruitment:
  - An exciting space to show visiting families during their tours of campus
  - Help prospective students envision themselves as a part of MSU
- Retention/Support:
  - Support student interaction, teamwork and collaboration
  - Inviting area located close to faculty and classrooms
- Business recruitment for graduates
  - Demonstrates to potential employers that the University is committed to its students' academic success
  - Shows that the University believes the students are worthy of an investment in space, time and technology.

4. Identify the "SMART" outcomes for the project (specific, measurable, achievable, relevant, and time-bound). (5 points)

- Specific
  - Increase seating from 14-16 seats to 32 seats.
  - Improving student interaction by offering 2 media-scape locations for teamwork
  - Replace bulletin boards with dedicated monitors
- Measurable
  - Double the amount of seating capacity without increasing the size of the space
  - Thousands of prospective students and families view the space; change the Crossroads into a focal point for Morris Hall
  - A cost-effective solution to the current issues with the space by renovating at an initial estimate of \$50,000, without technology costs
- Attainable
  - Proposing renovation of existing space rather than construction of a new area
- Relevant
  - One of the few student work spaces in Morris Hall
- Time-specific
  - Project to be completed during Summer of 2013, along with the completion of the MH roof renovation

5. Discuss what this project will do for the university that warrants the investment. (5 points)

- There are over 2000 students in the COB
- The COB awards 22.3% of the bachelor degrees presented by the University.
- Honors Office now located next to the Crossroads.
- Currently, limited student workspace in Morris Hall

6. If applicable, explain how the project addresses significant deferred maintenance. (5 points)

This project expresses no significant deferred maintenance. The ceiling in Morris Hall Crossroads will have a unique lighting system installed that will be covered under the Morris Hall HVAC upgrades in summer 2013.

7. Describe how the activities generated by this project would be sustained after one-time funding has ended, or if applicable, explain why the project does not need to be sustained. (5 points)

The media-scapes will require IT support. No other parts of this project will create a need for sustainment services other than those already provided to the area. The current services in the Morris Hall Crossroads that will need to be continued include recycling, printing/copying, and vending.

8. Budget (5 points):

Outline the funding requested using the categories listed below. Please identify any additional or matching funds that may available to support the project. Please note, budget revisions beyond 10% total change from the initial proposal require approval. Budget revisions of more than 20%, constitutes a major change in the project scope and will not be approved.

	FY12 June 30	FY 12 Matching Funds	FY13 July 1, 2012	FY 13 Matching Funds	FY14 July 1, 2013	FY14 Matching Funds
Personnel						
Unclassified Salary (in-load, overload)						
Classified Salary						
Fringe <sup>a</sup> (Classified and Unclassified)						
Graduate Assistant Salary						

Graduate Assistant Tuition Reduction/Waiver <sup>b</sup>						
Non-Salary						
Student Help						
Purchased Services/Travel Expenses						
Supplies and Materials						
Building Improvement/Construction Costs/Furniture			\$57,000			
Equipment-Media-scapes, Plasma screen, tables, and cables.			\$13,500			
<b>Total Budget Requested</b>			<b>\$70,500</b>			

(PLEASE REFER TO ATTACHED SPREADSHEET AND INVOICE FOR ITEMIZED CONSTRUCTION/FURNITURE ESTIMATES)

<sup>a</sup> Note: All current employees must be paid fringe benefits. Fringe should be estimated based on salary and position classification: Unclassified 30%, Classified 37%, Adjunct 7.65%.

<sup>b</sup> Estimated Tuition Reduction/Waiver for full-year enrollment: Masters \$5,858, Doctoral \$10,000.

9. Identify any special considerations or needs required for this project (e.g. physical space, contractual obligations, IT support, or collaborations with/implications for other units). (5 points)

Physical Space and contractual obligations

- The CETL room will become part of the Morris Hall Crossroads space
- No renovation of the space is required, other than removing the outer walls from the CETL room
- There is consideration for recycling and printing station locations in the blueprints attached
- The vending machines location has been discussed with contract party

IT support

- The media-scapes will require IT support
- This support will be offered 24/7 by the IT department

Collaborations

Morris Hall will be undergoing ceiling renovations during summer 2012 and 2013. As the construction begins in the summer, it would be an ideal time to begin the remodel of the Morris Hall Crossroads of 2013.

10. Provide a project timeline outlining key tasks, milestones and dates for completion. (5 points)

January 2012: Proposal acceptance and funding.

Summer 2012:

- Confirm blueprints with construction.
- CETL room torn out.
- Reorganize vending machines, print/copy services, and recycling.

Summer 2013: Following completion of the Morris Hall ceiling renovation, the Crossroads will be cleared out. Remodeling of the Crossroads will then commence.

(PLEASE REFER TO BLUEPRINT ATTACHMENTS)

### Construction Budget Estimate

Item	Unit Cost	Unit	Qty.	Unit	Total Cost
Building Permit	\$175.00	EA	1	EA	\$175.00
Demolition	\$1,800.00	EA	3	EA	\$5,400.00
New Walls--Framed, Taped, Sanded (Mat'l)	\$1.50	SF	10	SF	\$15.00
New Walls--Framed, Taped, Sanded (Labor)	\$2.60	SF	10	SF	\$26.00
Paint (Mat'l)	\$0.25	SF	300	SF	\$75.00
Paint (Labor)	\$0.75	SF	300	SF	\$225.00
Add Vinyl Base	\$2.00	LF	35	LF	\$70.00
Outlets, Switches or Data (Mat'l)	\$50.00	EA	14	EA	\$700.00
Outlets, Switches or Data (Labor)	\$100.00	EA	14	EA	\$1,400.00
New door installed	\$1,200.00	EA	0	HR	\$0.00
New window	\$1,200.00	EA	0	EA	\$0.00
Ceiling Modifications (Mat'l)	\$1.50	SF	800	SF	\$1,200.00
Ceiling Modifications (Labor)	\$1.75	SF	800	SF	\$1,400.00
New Lights and Wiring (Mat'l)	\$100.00	EA	25	EA	\$2,500.00
New Lights and Wiring (Labor)	\$140.00	EA	25	EA	\$3,500.00
Relocated Lights and Wiring (Mat'l)	\$20.00	EA	0	EA	\$0.00
Relocated Lights and Wiring (Labor)	\$140.00	EA	0	EA	\$0.00
HVAC Modifications	\$200.00	EA	0	EA	\$0.00
Flooring, (likely large room only)	\$7.00	SF	800	SF	\$5,600.00
Subtotal					\$22,286.00
10% Contractor Overhead & Profit					\$2,228.60
10% Contingency					\$2,451.46
<b>Subtotal Estimated Cost</b>					<b>\$26,966.06</b>
15% Small Job Factor					\$4,044.91
<b>Total Estimated Cost</b>					<b>\$31,010.97</b>
Note: this estimate does not include any ceiling or lighting installation.					
to add ceilings or lighting add \$2,000.00-\$2,500.00					

### Equipment Budget Estimate

Item	Unit Cost	Unit	Qty.	Unit	Total Cost
<b>MediaScape Bundled Package</b>	\$5,000.00		2		\$10,000.00
40 Inch LCD Display			2		
Touchpanel for controlling the system			2		
Connections for 4 computers			2		
A switcher and control system for the display			2		
Plasma Screen Display	\$3,500.00		1		\$3,500.00
<b>Total Estimated Cost</b>					<b>\$ 13,500.00</b>

**LEGEND**

A - MEDIA SCAPE STATIONS - PROVIDES A COLLABORATIVE LEARNING SPACE FOR GROUP ACTIVITIES

B - NEW CAMPFIRE LOUNGE SEATING WITH MONITORS FOR STUDENT ORGANIZATIONS' ADVERTISING

C - HIGH TOP SEATING FOR 12

D - NEW PRINTING STATION LOCATION

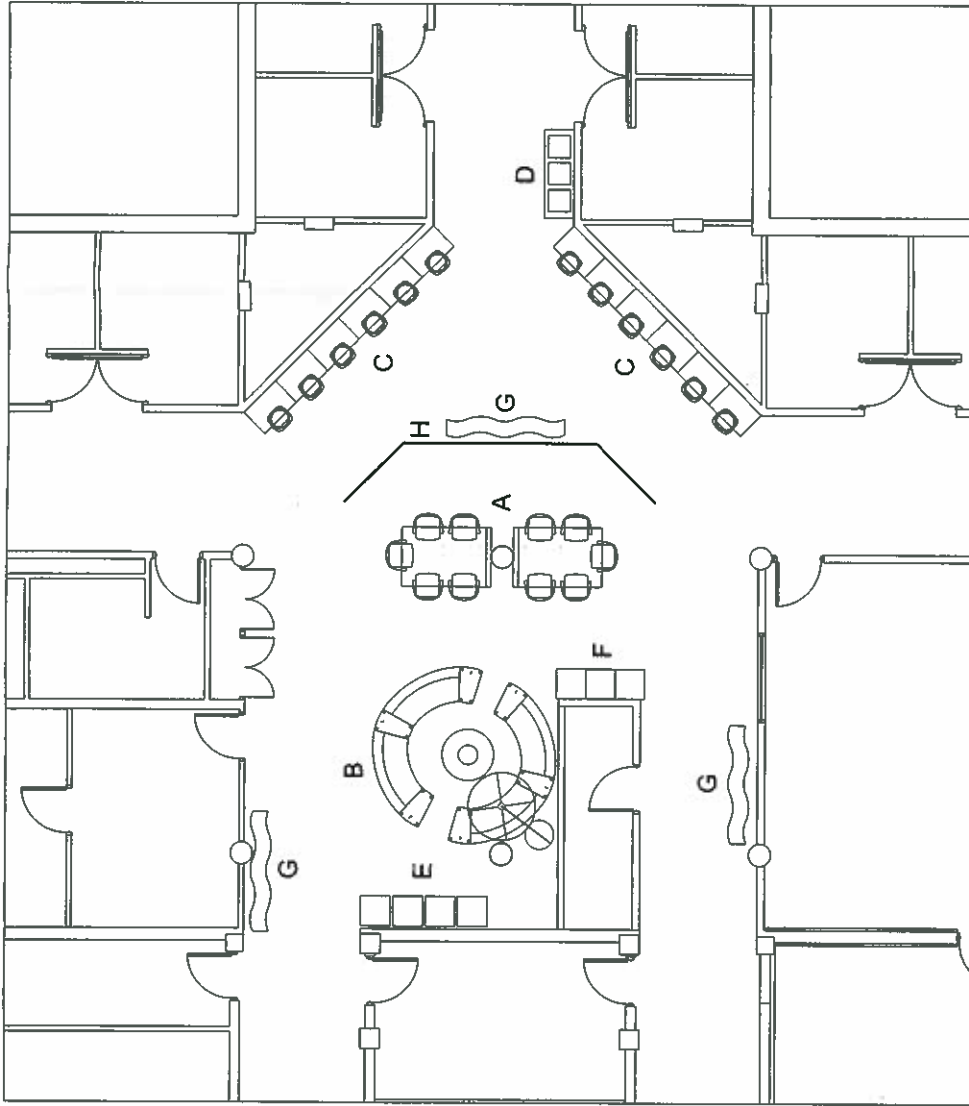
E - RELOCATED VENDING MACHINES

F - RELOCATED TRASH BINS

G - ADDITIONAL STATIC SEATING

H - PRIVACY PANEL WITH BRANDING OPPORTUNITY

MORRIS HALL CEILING AND HVAC UPGRADES WILL OCCUR SUMMER OF 2012 AND 2013. ADDITIONAL CEILING WORK TO ACCOMMODATE CROSSROADS REMODEL IS AN OPTION. INCLUDING ACCENT LIGHTING FOR OPTIMUM STUDENT LEARNING.



**OPTION 1 - REMODELED CROSSROADS**  
CIRCA LOUNGE

**LEGEND**

A - MEDIA SCAPE STATIONS - PROVIDES A COLLABORATIVE LEARNING SPACE FOR GROUP ACTIVITIES

B - NEW CAMPFIRE LOUNGE SEATING WITH MONITORS FOR STUDENT ORGANIZATIONS' ADVERTISING

C - HIGH TOP SEATING FOR 12

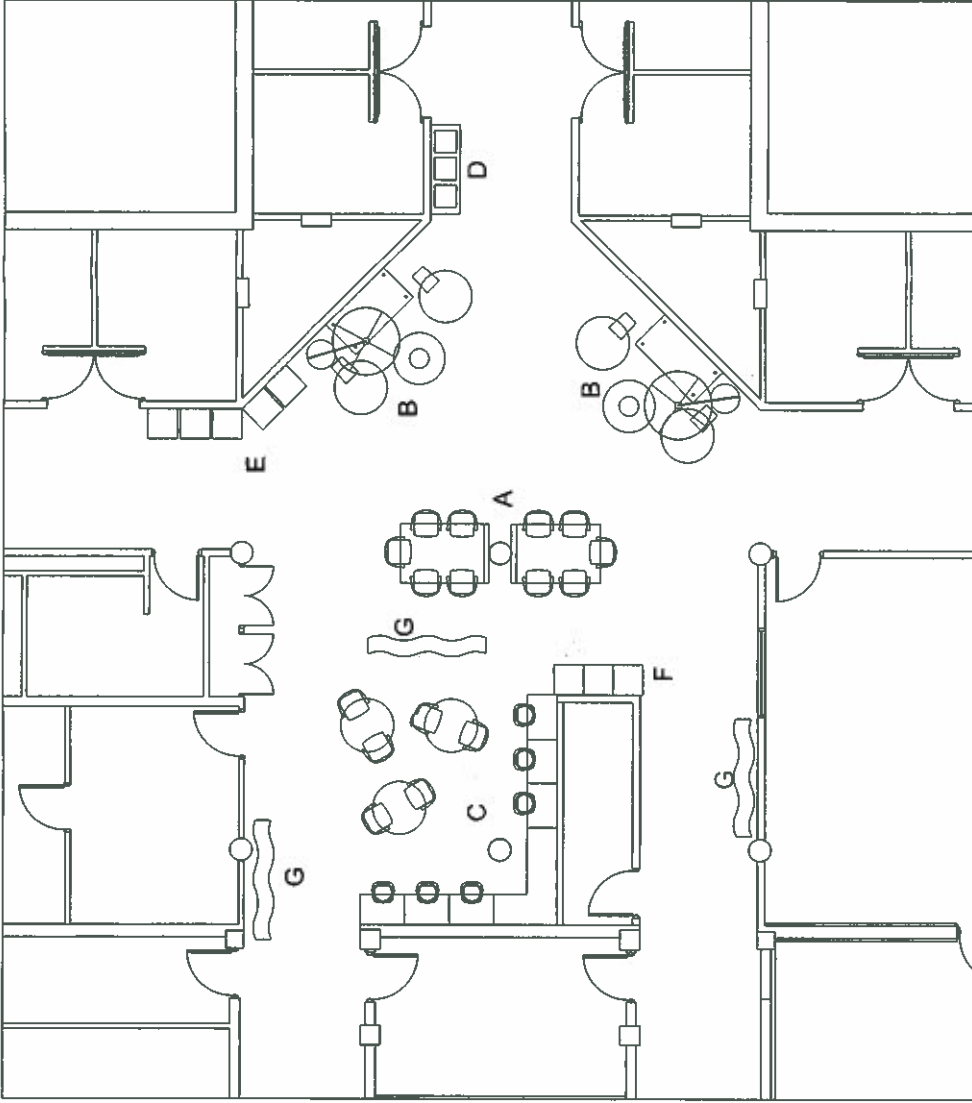
D - NEW PRINTING STATION LOCATION

E - RELOCATED VENDING MACHINES

F - RELOCATED TRASH BINS

G - ADDITIONAL STATIC SEATING

MORRIS HALL CEILING AND HVAC UPGRADES WILL OCCUR SUMMER OF 2012 AND 2013. ADDITIONAL CEILING WORK TO ACCOMMODATE CROSSROADS REMODEL IS AN OPTION. INCLUDING ACCENT LIGHTING FOR OPTIMUM STUDENT LEARNING.



**OPTION 2 - REMODELED CROSSROADS**  
CAMPFIRE LOUNGE

**LEGEND**

A - MEDIA SCAPE STATIONS - PROVIDES A COLLABORATIVE LEARNING SPACE FOR GROUP ACTIVITIES

B - NEW CAMPFIRE LOUNGE SEATING WITH MONITORS FOR STUDENT ORGANIZATIONS' ADVERTISING

C - HIGH TOP SEATING FOR 12

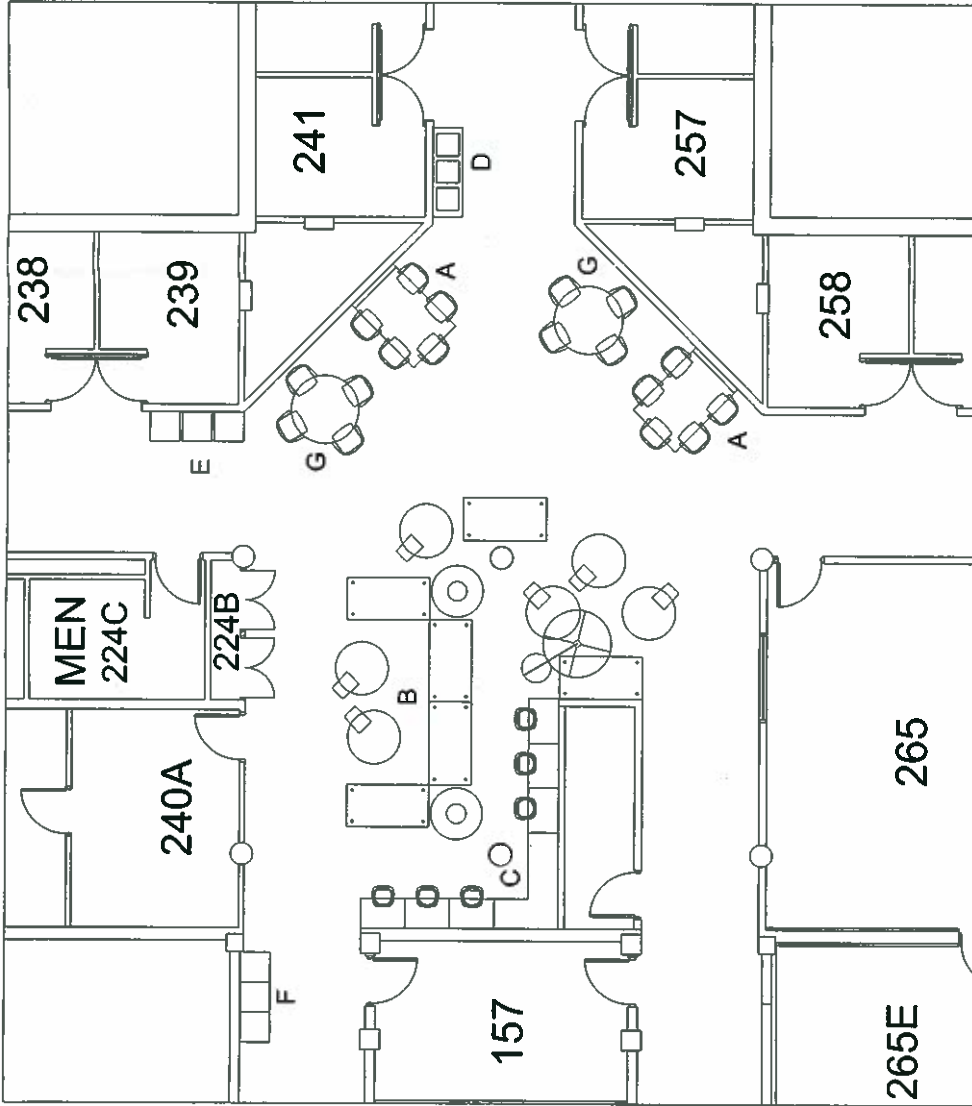
D - NEW PRINTING STATION LOCATION

E - RELOCATED VENDING MACHINES

F - RELOCATED TRASH BINS

G - ADDITIONAL STATIC SEATING

MORRIS HALL CEILING AND HVAC UPGRADES WILL OCCUR SUMMER OF 2012 AND 2013. ADDITIONAL CEILING WORK TO ACCOMMODATE CROSSROADS REMODEL IS AN OPTION, INCLUDING ACCENT LIGHTING FOR OPTIMUM STUDENT LEARNING.



**OPTION 3 - REMODELED CROSSROADS**  
CAMPFIRE LOUNGE



# GENERAL OFFICE PRODUCTS COMPANY

4521 Highway Seven  
Minneapolis, MN 55416-4098  
www.generalofficeproducts.com

Phone: (952) 925-7500  
Fax: (952) 925-7531

## Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
209201	1/11/2012		438261	Allyn Wicklacz 952.925.7510	

**QUOTE TO:** Minnesota St. Univ/Mankato  
236 Wigley Admin Center  
Mankato, MN 56001

**SHIP TO:** Minnesota St. Univ/Mankato  
236 Wigley Admin Center  
Mankato, MN 56001

P: 507.389.5952

P: 507.389.5952

**Terms:** Net 15 From Inv Date

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
<b>Option 1</b> Installed Pricing				
1	10	434111 STEELCASE Chair-cobi, Swivel Base, Fixed Arms BACK :5026 LICORICE PLASTIC :6205 BLACK UPHLSTRY:5S26 LICORICE OPTIONS * * OPTIONS * * CASTERS *OPT:CASTERS SFTRLCST SOFT ROLL CONTROL CASTERS  Tag For: Option 1	357.22	3,572.20
2	2	490-B96HRZ COALESSELI Chair-Ripple, Lounge, Flat Seat, 19 1/4DX97WX19 1/4H UPHOLS :GR06 GRADE 6 TEXTILE SELECTION Steelcase Standard Schedule Purchaser: VENDOR Pattern: BUZZ2 -5F17 Color: BLACK -X Appl Direction: OPTIONS * * OPTIONS * * FAB BACK *OPT:ACRYLIC LATEX BACKING NOBACKER FABRIC BACKER NOT REQUIRED  Tag For: Option 1	1,013.04	2,026.08
3	12	COEL600 COALESSELI Stool-Enea, Lottus, Bar Height, Post Base FOOTRING:PTMF PAINT TO MATCH FRAME MTLFRAME:4017 BLACK POLYPROP:400 BLACK POLYPROPYLENE	488.70	5,864.40

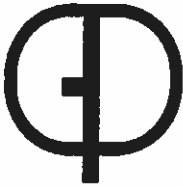
I HAVE READ AND AGREE WITH THE QUOTATION AND THE SALES TERMS AND CONDITIONS ON THE TERMS AND CONDITIONS PAGE MADE A PART OF THIS QUOTATION.

ACCEPTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EQUAL OPPORTUNITY EMPLOYER





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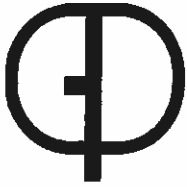
Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		Tag For: Option 1		
4	1	45-T42RD COALESSELI Table-Circa, Freestanding, Round, 42Diameter X 15 3/4H, 4 Legs LEGSELT :4144 BLACK GLOSS WDFRAME :V10M FC/HS CLEAR MAPLE OPTIONS * * OPTIONS * * TPDETAIL *OPT:TOP DETAIL SELECTION STDWDVNR STD:STANDARD WOOD VENEER WOODTP STD WOOD TOP	1,938.06	1,938.06
		Tag For: Option 1		
5	6	45-T1815L COALESSELI Table-Circa, Freestanding, Low Wedge, 28DX18 1/2WX8 1/2H, 15 Degree, 4 Legs LEGSELT :4144 BLACK GLOSS WDFRAME :V10M FC/HS CLEAR MAPLE	1,035.18	6,211.08
		Tag For: Option 1		
6	4	451-7460FI COALESSELI Chair-Circa, Modular, 60 Degree, Inside Facing Wedge Loveseat, 5 Legs LEGSELT :4144 BLACK GLOSS UPHOLS :GR06 GRADE 6 TEXTILE SELECTION Steelcase Standard Schedule Purchaser: VENDOR Pattern: BUZZ2 -5F17 Color: BLACK -X Appl Direction: OPTIONS * * OPTIONS * * FAB BACK *OPT:ACRYLIC LATEX BACKING NOBACKER FABRIC BACKER NOT REQUIRED	1,423.98	5,695.92
		Tag For: Option 1		
7	1	TS4TBL TURNSTONE Campfire- Big Lamp FABRIC :5S24 NICKEL PAINT :7246 MIDNIGHT METALLIC	750.00	750.00
		Tag For: Option 1		
8	1	LABOR GENERALOFF Labor to deliver & install These costs consider the following: •One trip. If additional trip is needed then additional charges will apply. •To be completed during normal business hours.	N/C	N/C
		Tag For: Option 1		

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Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
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### QUOTATION TOTALS

Sub Total	26,057.74
Handling Fee	521.15
Sales Tax 0% (Exempt)	0.00
<b>Grand Total</b>	<b>26,578.89</b>

\*\*\*\*\*End of Quotation\*\*\*\*\*

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Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
209202	1/11/2012		438261	Allyn Wicklacz 952.925.7510	

**QUOTE TO:** Minnesota St. Univ/Mankato  
236 Wigley Admin Center  
Mankato, MN 56001

**SHIP TO:** Minnesota St. Univ/Mankato  
236 Wigley Admin Center  
Mankato, MN 56001

P: 507.389.5952

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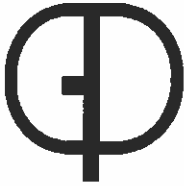
**Terms:** Net 15 From Inv Date

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
<b>Option 2</b> Installed Pricing				
1	16	434111 STEELCASE Chair-cobi, Swivel Base, Fixed Arms BACK :5026 LICORICE PLASTIC :6205 BLACK UPHISTRY:5S26 LICORICE OPTIONS * * OPTIONS * * CASTERS *OPT:CASTERS SFTRLCST SOFT ROLL CONTROL CASTERS  Tag For: Option 2	357.22	5,715.52
2	3	490-B96HRZ COALESSELI Chair-Ripple, Lounge, Flat Seat, 19 1/4DX97WX19 1/4H UPHOLS :GR06 GRADE 6 TEXTILE SELECTION Steelcase Standard Schedule Purchaser: VENDOR Pattern: BUZZ2 -5F17 Color: BLACK -X Appl Direction: OPTIONS * * OPTIONS * * FAB BACK *OPT:ACRYLIC LATEX BACKING NOBACKER FABRIC BACKER NOT REQUIRED  Tag For: Option 2	1,013.04	3,039.12
3	6	COEL600 COALESSELI Stool-Enea, Lottus, Bar Height, Post Base FOOTRING:PTMF PAINT TO MATCH FRAME MTLFRAME:4017 BLACK POLYPROP:400 BLACK POLYPROPYLENE	488.70	2,932.20

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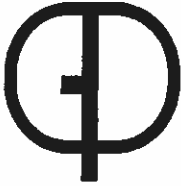
Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
209202	1/11/2012		438261	Allyn Wicklacz 952.925.7510	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		Tag For: Option 2		
4	2	TS3BC TURNSTONE Campfire-Seating, Big Lounge UPHLSTRY:5S26 LICORICE	1,166.00	2,332.00
		Tag For: Option 2		
5	2	45-T42RD COALESSELI Table-Circa, Freestanding, Round, 42Diameter X 15 3/4H, 4 Legs LEGSELT :4144 BLACK GLOSS WDFRAME :V10M FC/HS CLEAR MAPLE OPTIONS * * OPTIONS * * TPDETAIL *OPT:TOP DETAIL SELECTION STDWDVNR STD:STANDARD WOOD VENEER WOODTP STD WOOD TOP	1,938.06	3,876.12
		Tag For: Option 2		
6	4	TS34401 TURNSTONE Ottoman-Alight, Round UPHLSTRY:5S26 LICORICE OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS ALUMINUM STD:ALUMINUM LEGS	244.00	976.00
		Tag For: Option 2		
7	4	TS4TWP TURNSTONE Campfire-Personal Table	215.00	860.00
		Tag For: Option 2		
8	2	TS4TBL TURNSTONE Campfire- Big Lamp FABRIC :5S24 NICKEL PAINT :7246 MIDNIGHT METALLIC	750.00	1,500.00
		Tag For: Option 2		
9	3	BFR30 STEELCASE Table-Round, 30 EDGE :6237 CLEAR MAPLE TOP-SURF:2409 CLEAR MAPLE (HPL)	157.08	471.24
		Tag For: Option 2		
10	3	BX26 STEELCASE Base-X, 26"W BASE :7207 BLACK COLUMN :7207 BLACK	127.16	381.48
		Tag For: Option 2		
11	1	LABOR GENERALOFF	N/C	N/C

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209202	1/11/2012		438261	Allyn Wicklacz 952.925.7510	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		Labor to deliver & install These costs consider the following: •One trip. If additional trip is needed then additional charges will apply. •To be completed during normal business hours.  Tag For: Option 2		

### QUOTATION TOTALS

Sub Total	22,083.68
Handling Fee	441.67
Sales Tax 0% (Exempt)	0.00
<b>Grand Total</b>	<b>22,525.35</b>

\*\*\*\*\*End of Quotation\*\*\*\*\*

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209204	1/11/2012		438261	Allyn Wicklacz 952.925.7510	

**QUOTE TO:** Minnesota St. Univ/Mankato  
236 Wigley Admin Center  
Mankato, MN 56001

**SHIP TO:** Minnesota St. Univ/Mankato  
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P: 507.389.5952

P: 507.389.5952

**Terms:** Net 15 From Inv Date

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
<b>Option 3</b> Installed Pricing				
1	18	434111 STEELCASE Chair-cobi, Swivel Base, Fixed Arms BACK :5026 LICORICE PLASTIC :6205 BLACK UPHLSTRY:5S26 LICORICE OPTIONS * * OPTIONS * * CASTERS *OPT:CASTERS SFTRLCST SOFT ROLL CONTROL CASTERS Tag For: Option 3	357.22	6,429.96
2	6	COEL600 COALESSELI Stool-Enea, Lottus, Bar Height, Post Base FOOTRING:PTMF PAINT TO MATCH FRAME MTLFRAME:4017 BLACK POLYPROP:400 BLACK POLYPROPYLENE Tag For: Option 3	488.70	2,932.20
3	6	TS3BC TURNSTONE Campfire-Seating, Big Lounge UPHLSTRY:5S26 LICORICE Tag For: Option 3	1,166.00	6,996.00
4	2	45-T42RD COALESSELI Table-Circa, Freestanding, Round, 42Diameter X 15 3/4H, 4 Legs LEGSELT :4144 BLACK GLOSS WDFRAME :V10M FC/HS CLEAR MAPLE OPTIONS * * OPTIONS * * TPDETAIL *OPT:TOP DETAIL SELECTION	1,938.06	3,876.12

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Page 2 of 4  
(cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
209204	1/11/2012		438261	Allyn Wicklacz 952.925.7510	

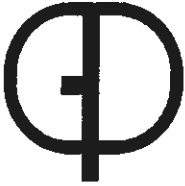
Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		STDWDVNR STD:STANDARD WOOD VENEER WOODTP STD WOOD TOP Tag For: Option 3		
5	6	TS34401 TURNSTONE Ottoman-Alight, Round UPHLSTRY:5S26 LICORICE OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS ALUMINUM STD:ALUMINUM LEGS Tag For: Option 3	244.00	1,464.00
6	6	TS4TWP TURNSTONE Campfire-Personal Table Tag For: Option 3	215.00	1,290.00
7	1	TS4TBL TURNSTONE Campfire- Big Lamp FABRIC :5S24 NICKEL PAINT :7246 MIDNIGHT METALLIC Tag For: Option 3	750.00	750.00
8	2	BFR30 STEELCASE Table-Round, 30 EDGE :6237 CLEAR MAPLE TOP-SURF:2409 CLEAR MAPLE (HPL) Tag For: Option 3	157.08	314.16
9	2	BX26 STEELCASE Base-X, 26"W BASE :7207 BLACK COLUMN :7207 BLACK Tag For: Option 3	127.16	254.32
10	1	LABOR GENERALOFF Labor to deliver & install These costs consider the following: •One trip. If additional trip is needed then additional charges will apply. •To be completed during normal business hours. Tag For: Option 3	N/C	N/C

I HAVE READ AND AGREE WITH THE QUOTATION AND THE SALES TERMS AND CONDITIONS ON THE TERMS AND CONDITIONS PAGE MADE A PART OF THIS QUOTATION.

ACCEPTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EQUAL OPPORTUNITY EMPLOYER



# GENERAL OFFICE PRODUCTS COMPANY

4521 Highway Seven  
Minneapolis, MN 55416-4098  
www.generalofficeproducts.com

Phone: (952) 925-7500  
Fax: (952) 925-7531

## Quotation

Page 3 of 4  
(cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
209204	1/11/2012		438261	Allyn Wicklacz 952.925.7510	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
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### QUOTATION TOTALS

Sub Total	24,306.76
Handling Fee	486.14
Sales Tax 0% (Exempt)	0.00
<b>Grand Total</b>	<b>24,792.90</b>

\*\*\*\*\*End of Quotation\*\*\*\*\*

I HAVE READ AND AGREE WITH THE QUOTATION AND THE SALES TERMS AND CONDITIONS ON THE TERMS AND CONDITIONS PAGE MADE A PART OF THIS QUOTATION.

ACCEPTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EQUAL OPPORTUNITY EMPLOYER

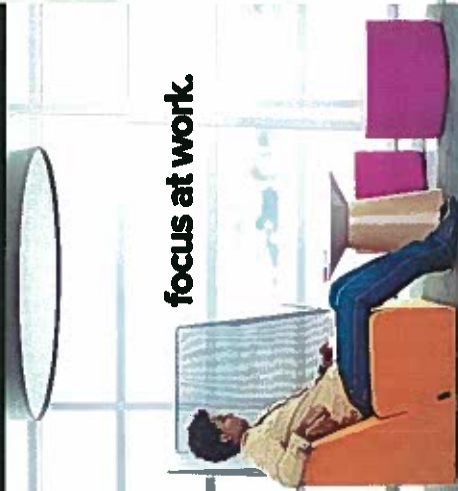


# where is your favorite place?

Given a choice, where would you like to be right now? What are your favorite places to read, to relax, to get in touch with a friend? At Campfire, the power to make great things happen in our place helps you bring some of your favorite places to work.



**focus at life.**



**focus at work.**



**connect.**



**share stories.**



**share stories.**



# work the way you live.

So much more than a desk, the right family means to curl up on the couch, to get it right to meet friends at the cafe. Your life isn't restricted to desks and charts, work shouldn't be either.



"We designed Campfire to create a space within a space, to create a familiar place where people can gather and collaborate informally with tools that are not high tech. In fact, they're low tech—simple."

Kirt Marish, Design Director

Product Specs

# DETAILS

Circa features straight and wedged seating to complement innovative open plan spaces. Freestanding, ganging, and end-of-run tables in maple or walnut veneers are available in low or high versions with wide or narrow dimensions as well as a large circular table.

Circa encourages freedom of configuration and flexibility of design with elements that lend themselves to great functionality. Its simple use of components with two leg options (wood or paint) work to create a consistency throughout the entire line. Attention to fine details allows specification to include contrasting textiles.



### PRODUCT DETAILS

## Product Features

- A OPTIONAL POWER/DATA
- B BENCH DETAIL
- C WOOD LEG DETAIL
- D FREESTANDING ROUND TABLE
- E FREESTANDING TABLE
- F PLANTER DETAIL
- G GANGED LEG DETAIL
- H LOW END RUN DETAIL
- I PAINTED LEG DETAIL



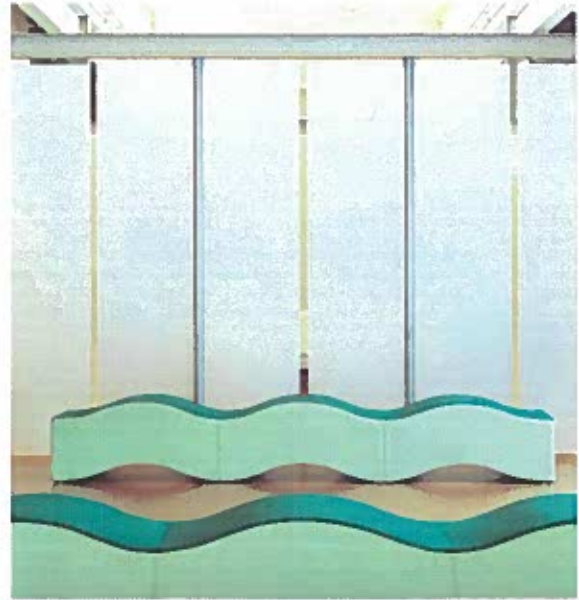
## Surface Materials

This product can be made to order in your choice of fabric or leather. To see if your customer's own material (COM) or customer's own leather (COL) has been pre-tested and approved, go to the com approvals database on coalesse.com.

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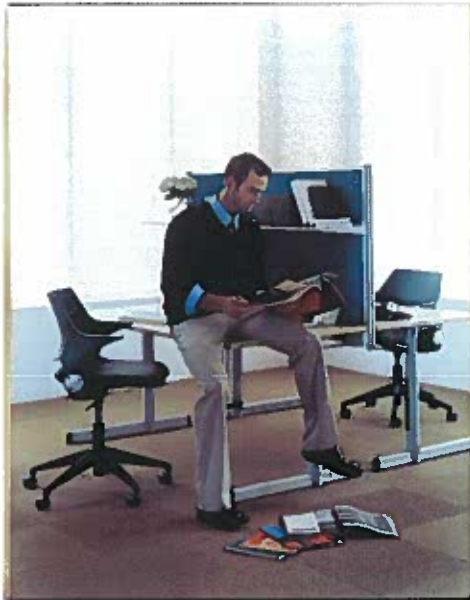


Vertical



Horizontal

G. Additional Static Seating  
(96" Bench)



A. Media-Scape Task Chairs



C. Hightop Seating