



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

SEP 18 2015

The HON Company LLC
200 Oak Street
Muscatine, IA 52761

Attention: Derek Schmidt, VP Finance

Reference: IFB2000001621, Office Furniture and Related Products (Freestanding)

Dear Mr. Schmidt:

Acceptance Agreement

Contract Number: 4400006263

This acceptance agreement signifies a contract award to The HON Company LLC for freestanding office furniture and related products; Manufacturer: HON

The period of the contract shall be from the Date of Award through August 31, 2020.

The contract award shall be in accordance with:

- 1) This Acceptance Agreement;
- 2) The terms and conditions of IFB2000001621 and any addenda, and
- 3) Your bid dated July 13, 2015.

Please note that this is an indefinite quantity requirements contract; purchase orders will be placed against this contract on an as needed basis as requirements arise. Please provide your Insurance Certificate according to Special Provisions, Section 13, within 10 days after receipt of this letter. All questions in regards to this contract shall be directed to the Contract Specialist, Viola Laird, at 703-324-3212 or via e-mail at Viola.Laird@fairfaxcounty.gov.

Sincerely,

Cathy A. Muse, CPPO
Director/County Purchasing Agent

Department of Purchasing & Supply Management

12000 Government Center Parkway, Suite 427

Fairfax, VA 22035-0013

Website: www.fairfaxcounty.gov/dpsm

Phone 703-324-3201, **TTY:** 1-800-828-1140, **Fax:** 703-324-3228