



KIMBALL OMNIA PROPOSAL

SKG - Austin
2010 S Lamar Blvd Suite 125
Austin, TX 78704
Phone: 512-481-1500
www.skgtxas.com

| | |
|----------------|--------------------|
| Order Number | 31261 |
| Date | 02/20/2026 |
| Customer PO No | |
| Customer Name | City of Round Rock |
| Salesperson | Jaclyn Sloan |
| Project Number | 5714 |
| Terms | NET 20 |
| Page | 1 of 5 |

T City of Round Rock
 O Accounts Payable
 221 E. Main Street
 Round Rock, TX 78664

ATTN: Michelle Cervantes
 Phone: 512-218-7010
 Email: mcervantes@roundrocktexas.go

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 Accounts Payable
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 Round Rock, TX 78664

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 Phone: 512-218-7010
 Email: mcervantes@roundrocktexas.go

Prepared for : Jaclyn Sloan

KIMBALL OMNIA CONTRACT: R240108

SKG Team Members
 Support Services Specialist, Kourtney Lauzon, klauzon@skgtexas.com, 248-568-4339
 Account Executive, Jaclyn Sloan, jsloan@skgtexas.com, 512-740-6344
 Project Manager, Stephen Poe, spoe@skgtexas.com

| Line | Quantity | Description | Unit Price | Extended Amount |
|------|-----------|---|------------|-----------------|
| 1 | 1 Each | Kimball Office Inc N32LKM--ARCC-DURA_67589-501 RENO,3 SEAT BENCH,METAL LEGS ARCC:ARCCOM GRADE C DURA_67589:DURANGO MIDNIGHT 501:PLATINUM METALLIC Mark Line For: BREAK ROOM 207 BREAK ROOM 207 % Off List: 55.00 | 1,352.25 | 1,352.25 |
| 2 | 1 Each | Kimball Office Inc N32LKM--ARCC-DURA_67589-501 RENO,3 SEAT BENCH,METAL LEGS ARCC:ARCCOM GRADE C DURA_67589:DURANGO MIDNIGHT 501:PLATINUM METALLIC Mark Line For: CORRIDOR C12 CORRIDOR C12 % Off List: 55.00 | 1,352.25 | 1,352.25 |
| 3 | 1 Each | Kimball Office Inc N32LKM--ARCC-DURA_67589-501 RENO,3 SEAT BENCH,METAL LEGS ARCC:ARCCOM GRADE C DURA_67589:DURANGO MIDNIGHT 501:PLATINUM METALLIC Mark Line For: LOBBY C15 LOBBY C15 % Off List: 55.00 | 1,352.25 | 1,352.25 |
| 4 | 2 Each | Kimball Office Inc K781XA--2-22200-2-22200-500-C13 BLOOM,LOUNGE,1-SEAT,AUTO RETURN 2:GRADE 2 22200:SEDONA CERULEAN 2:GRADE 2 22200:SEDONA CERULEAN 2:GRADE 2 22200:SEDONA CERULEAN 500:LIGHT BRUSHED ALUMINUM C13:CLEAR GLIDE Mark Line For: LOBBY C15 | 1,470.15 | 2,940.30 |



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| | | | |
|--|-------------------|--|--|
| | LOBBY C15 | | |
| | % Off List: 55.00 | | |

For Informational Purposes

| | |
|---------------------|------------|
| Total Non-Taxable : | \$6,997.05 |
| Total Taxable : | \$0.00 |

| | |
|----------------------|-------------------|
| Product : | \$6,997.05 |
| Freight : | \$0.00 |
| Tariff : | \$0.00 |
| Labor : | \$0.00 |
| Services : | \$0.00 |
| Subtotal : | \$6,997.05 |
| TOTAL ORDER : | \$6,997.05 |

Proposal valid for 30 days. Pricing based on attached terms and agreements

Signature: _____ Name: _____ Title: _____ Date: _____



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TERMS + CONDITIONS

Terms and Conditions of Sale for All Orders

Prices Quoted on This Proposal Subject to Change in 30 Days

CANCELLATION AND CHANGES: In the event this proposal is accepted (confirmed) by the buyer and becomes an order, it is understood and agreed it cannot be cancelled except by mutual consent. The seller's order confirmation is binding, and any subsequent changes are subject to seller's ability to conform and are dependent upon manufacturer approval. Changes in quantity or specifications are subject to approval by seller and manufacturer. Changes resulting in additional charges from the manufacturer shall be paid by the buyer. All requests for changes in quantity or specification shall be delivered to the seller in writing.

DELIVERY AND INSTALLATION: If product is shipped via any delivery service other than those arranged by seller or another certified Allsteel Dealer, seller is not responsible for processing freight claims related to damaged (including concealed damage) or lost product. Seller is not responsible for replacing damaged or lost product shipped via these services.

DROP SHIP SALES: If any product is drop-shipped, the seller's responsibility ends when the merchandise is shipped from the manufacturer's facility. Receiving, installation, damage claims, and all other service freight issues are the buyer's responsibility.

DELIVERY & INSTALLATION/SITE CONDITIONS: In the event delivery and/or installation is required as a part of this proposal, the following provisions shall apply:

- Condition of Job Site:** The job site shall be clean, clear and free of debris prior to installation. Flooring, floor bases and ceiling tiles to be placed prior to product delivery and installation. Any product installation taking place during adjacent construction activity renders the buyer responsible for cleaning the product. Any third-party actions resulting in theft or damages of product is the responsibility of the buyer.
- Job Site Services:** Electric current, heat/air, hoisting and/or elevator service to be furnished without charge to seller. Adequate facilities for offloading, staging, moving and handling of merchandise shall be provided. Pricing does NOT include any stair carry unless specifically noted.
- Special Packaging or Handling:** If special packaging or handling is required that is not contained in the specifications, it will be subject to extra charges from the buyer.
- Delivery and Installation:** Pricing is based on known building rules and regulations at the installation site. Delivery of product will be consolidated for efficiency at the discretion of the seller. Installation is priced for and will be performed during normal working hours unless otherwise specified. If buyer requests additional performance outside of original scope or beyond the parameters described hereto, additional charges may apply.
- Installation:** Delivery & Installation fees are based on original approved and signed-off plans with associated order. Any requested field changes require buyer approval. Additional installation labor, where necessary, is charged at standard installation rates.
- On-Site Staging/Storage:** Provided the merchandise does not arrive at the site earlier than the date requested, safe and adequate storage space will be provided by the buyer. If the space provided is inadequate and requires excessive sorting, excessive sorting costs will be reimbursed by the buyer. If the space provided is inconveniently located or on another floor, any extra costs for double-handling and/or transporting to and from storage areas will be reimbursed by the buyer. If the merchandise must be moved due to progress of other trades or other reasons not within the control of the seller, the extra cost of such moving will be the responsibility of the buyer.
- Erection and Assembly:** Seller's ability to erect or assemble furniture or to permanently attach, affix, or bolt in place movable furniture is dependent on jurisdictional agreements. If trade regulations enforced at the time of installation require the use of tradesmen at the site other than the seller's own installation personnel, resulting additional costs will be paid by the buyer.
- Damage:** After product delivery to the installation site, any loss or damage by weather, fire, water, other trades or any risks beyond the control of the seller, shall be the responsibility of the buyer, and the buyer agrees to hold the seller harmless from loss for such reasons.



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9. **Insurance:** Public Liability, Worker’s Compensation, Property Damage, Automotive and Occupational Disease Insurance are carried by the seller and certificates will be delivered upon request. Fire, tornado, flood, and other insurance at the site to be provided for and paid by the owner.

RETAIL PRODUCTS: Purchases from open line retailers are considered Retail products. SKG is glad to source, receive, consolidate, deliver and install Retail products with other commercially sourced products. Because Retail product vendors operate in fundamentally different ways, buyer is encouraged to consider differences in how these products are purchased, managed and warranted compared to commercially sourced products.

- a. **Purchasing:** In many cases, Retail vendors do not guarantee product availability and do not offer payment terms. Orders for Retail products must be placed immediately and are paid for at time of order placement. As a result, SKG requests 100% payment by Buyer at time of order placement.
- b. **Product Management/Storage:** As Retail products are often purchased immediately, delivery timelines for these products cannot be coordinated with other commercially sourced products. This commonly results in Retail products arriving well in advance of installation dates. Should Retail products require short-term storage at a SKG-managed warehouse in excess of 30-days after product is received, Buyer agrees to pay storage fees at standard monthly rates published in the SKG Storage Agreement. Storage of Retail products impacts the ability to file warranty and concealed damage claims and, as such, must be considered by Buyer as an additional risk associated with selecting Retail products.
- c. **Warranty:** All Retail products are limited to manufacturer warranties. Warranties vary widely. SKG guarantees the labor and installation of these products for twelve months from date of delivery. This SKG warranty covers only issues related to delivery and installation and does not cover any performance issues related to the Retail products themselves.

ARCHITECTURAL WALL PRODUCTS

- 1. Shop Drawings produced upon receipt of Purchase Order. Signed Shop Drawings are required to place order into production. Actual field dimensions must be provided or agreed upon “hold to” dimensions must be identified and approved on Shop Drawings prior to Order Entry.
- 2. Installation must be performed and/or supervised by resources certified by the product manufacturer. Non-certified installations nullify any product warranties that convey with purchase.
- 3. Pricing assumes all entrances, elevators and hallways will accommodate delivery of panel and door products. Any additional labor or equipment necessary to deliver product arising from ingress limitations, including but not limited to hoist charges, stair carry or field assembly, may result in additional charges.
- 4. Architectural walls install over finished floors and adjacent to finished wall and ceiling surfaces. Site conditions expected to include finish out, electrical and lighting sources and trash receptacles necessary to complete the assembly of all architectural products included in this proposal. SKG will perform cleaning of the architectural walls at the time of substantial completion of the SKG scope. Additional cleaning required as a result of any unfinished job site conditions after substantial completion of SKG scope will be the responsibility of the buyer.
- 5. Extrusions are delivered in standard lengths. Designated work areas of sufficient size are needed to make field cuts and lay out product in preparation for final placement and assembly.
- 6. Architectural wall systems can accommodate no more than a 3/8” variance in ceiling height. Seller is not responsible for floor floating necessary to level existing floor surfaces to fall within system height tolerances.
- 7. Seller will make no final electrical connections.
- 8. Seller is not responsible for obtaining any applicable permits.
- 9. Seller is not responsible for coordinating any necessary inspections.

CLAIMS: Excluding shipments for Drop-Ship Sales and shipments not arranged by seller, claims for product damaged during transportation shall be processed and managed by the seller. Damaged merchandise contained in seller-managed claims will be repaired to the satisfaction of the buyer or merchandise will be replaced.

WARRANTY: All furniture is warranted by the seller to be free from defects in workmanship in labor for a period of twelve (12) months from date of delivery unless otherwise specified. For product care and maintenance, please reference the manufacturer’s website. Product maintenance will be disclosed in the product price list.

DELAYS: In the event construction delays or other causes, not within seller’s control, prevent delivery to the installation site on the delivery date designated at time of purchase, product will be stored, at buyer’s expense at an SKG-managed warehouse under the “short-term storage” clause below, until installation can be resumed. Any double-handling or redelivery charges shall be paid by buyer. All charges are the responsibility of the buyer.



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Delays in installation can impact the ability to file warranty and concealed damage claims. All rejected claims due to delayed installation timelines not within the seller's control are the responsibility of the buyer.

SHORT-TERM STORAGE: Products stored at an SKG-managed warehouse, for any reason beyond the seller's control and in excess of 30-days beyond the delivery date designated at time of purchase, will incur storage fees invoiced to buyer at standard monthly rates published in the SKG Storage Agreement.

PAYMENT: A 50% deposit is required for order placement. Balance for merchandise will be invoiced to buyer upon shipment. Buyer agrees to pay the balance within twenty (20) days from the invoice date. Acceptance of delivery constitutes acceptance as delivered. All product received will be considered accepted by the buyer for purposes of payment. Buyer shall reserve the right to withhold 10% of the invoice amount for invoiced undelivered product along with associated dealer services fees until product is installed and complete.

Buyer agrees to pay a finance charge of 1.5% per month at the annual percentage rate of 18% on all delinquent invoices as well as expenses, attorney fees and court costs which seller incurs by reason of buyer's default. Any use tax, sales tax, excise tax, duty, custom or fee imposed by a government authority is the responsibility of the buyer. SKG hereby retains, and buyer hereby grants to SKG, a purchase money security interest in the merchandise until the entire price of the merchandise is paid in full. Buyer hereby appoints SKG as its true and lawful attorney-in-fact for purposes of executing all documentation necessary to evidence and perfect this security interest. Buyer is solely responsible, and SKG hereby disclaims any liability, for loss or damage to the merchandise once delivered to buyer's designated location.

OUT OF STATE INVOICES FOR NON-EXEMPT CUSTOMERS: State sales or use tax may be due in connection with the purchase and delivery of tangible personal property to individuals and businesses. If sales tax is not charged, the purchaser is required to file a use tax return if tax is due in connection with the purchase and delivery. The notice is required pursuant to tax provisions in various states

ONLINE CREDIT CARD AND ACH PAYMENTS: We offer online payment options to pay with a credit card or ACH. All credit card transactions will incur a 3% service fee. Our online payment portal is available on our website here: <https://skgtexas.com/about/payment-options/>.

DESIGN: Design Services are billed at \$95/hour.

NO OTHER AGREEMENTS: No other agreements are expressed or implied other than those specified herein. The terms and conditions set forth herein may not be varied except upon the written approval of both buyer and seller.