



Vendor Contacts and Ordering Instructions

To assure PEPPM bid protection, all PEPPM orders must be faxed to PEPPM at **800-636-3779**, emailed to orders@peppm.org or placed online through Epylon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM".

Product Line: Interior Concepts

Introduction

At Interior Concepts, we produce high-quality products that add both value and life-cycle to the office and the classroom.

We continue to become more energy efficient and are using even more recycled content (including our discarded scrap and materials) as raw material.

The following goals will help us to create a culture of continual improvement to our environmental stewardship.

- Reduction of waste and emissions
- Use of renewable energy
- Use of recycled content, to include a process wherein our products can be recycled at the end of its long lifecycle
- Use our environmental performance metrics as a tool for day-to-day and long-term business decision-making.

Interior Concepts' PEPPM pricing is based upon dock delivered only. If you need installation, please make arrangements with your reselling dealer listed below.

For any questions, comments, or inquiries, please contact Deb McDermott at dmcdermott@interiorconcepts.com or Kelly Miller at kmiller@interiorconcepts.com

Placing an Order via Fax or Email:

1. Locate product and prices on PEPPM.org or through a Regional Sales Manager or Dealer.
2. Our posted PEPPM prices are for a quantity of 1. For quantity orders please contact a Regional Sales Manager or Dealer.
3. Address the orders to:
Interior Concepts Corporation
18525 Trimble Ct.
Spring Lake, MI 49456

Do NOT address orders to Dealers or Resellers

4. All quotes and purchase orders should state "As per PEPPM."
5. Fax the completed order to **800-636-3779** or email to orders@peppm.org.
 - a. Your order will be reviewed and edited by PEPPM Staff.

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- b. You will be contacted to make any necessary corrections.
 - c. Your order will be issued to the vendor within 24 hours during the business week after all (if any) corrections are made.
 - d. Your order will be archived for audit support.
6. Standard shipping is included on all orders over \$500.00.

Placing an order Online:

Before placing an online order, make sure that your Ship-to Address has been entered by the individual in your organization that manages your Epylon information. Click on My Profile_My Ship-to Addresses to view the addresses available on your account. If it is not listed, you must add it before creating the PO form. Ship-to Addresses are added under Accounts_Ship-to Addresses.

1. Login to Epylon at www.epylon.com.
2. Click on the Contracts tab.
 - a. Choose between a "line item" or "contracts" search.
 - b. Select **Interior Concepts Corporation** from the Vendor (Awardee) list.
 - c. Click "Search."
3. Add selected line items to a List.
4. Assign a reseller to the item by checking the box next to the item and clicking the "Assign Distributor" button.
5. To request a volume price break, add items to a Spot Price Check form along with your desired quantity and a Response Due Date. The vendor will be notified of your request via email. Once they respond, you'll be notified and can view the response on Epylon. (After viewing a winning response, continue with the instructions that follow.)
6. Add selected items to a Purchase Order form.
7. Click "Submit" after entering a valid PO number and shipping address.
 - a. The PEPPM contract will automatically be referenced in your PO.
 - b. You will retain a copy of the sent purchase order in your Epylon account. A Printable Version is also available.
 - c. The order will immediately be viewable by the vendor.
 - d. Your order will be archived for audit support.
8. Standard shipping is included on all orders over \$500.00.

For any assistance using Epylon, contact service@epylon.com or call 888-211-7438.

Reseller Listing

Orders may **NOT** be sent directly to these resellers. All orders must be placed through the PEPPM fax number (800-636-3779), email address (orders@peppm.org) or Epylon eCommerce (www.epylon.com) to assure PEPPM bid protection.

Select one of the authorized resellers/dealers listed below for drawings and quotes:

Interior Concepts Corporation
18525 Trimble Court
Spring Lake, MI 49456
kmiller@interiorconcepts.com

Allegheny Educational Systems, Inc.

320 East 3rd Avenue
Tarentum, PA 15084
Christian McElheny
800-232-7600 phone
724-230-2406 fax
cmcelheny@alleghenyedusys.com

MeTEOR Education , LLC

690 NE 23rd Avenue
Gainesville, FL 32609
David Kinley
800-699-7516 phone
877-373-0622 fax
dkinley@meteoreducation.com

Sharp School Services, Inc.

6400 Lincolnway
Hobart, Indiana 46342
David Sharp
219-942-6903 phone
219-942-4215 fax
dsharp@sharpschoolservices.com

Library Design Systems, Inc.

8565 Mosley Road Suite #14
Houston, TX 77075
Robert G. Williams
713-869-4075 phone
713-869-4168 fax
rwilliams@ldsgroupusa.com

A.T Equipment Sales Corp.

180 Brook Street Suite B & C
Scarsdale, NY 10583
Stacy Steward
914-472-7222 phone
914-472-7223 fax
stacy@atequipmentsales.com

Delta Graphic, Inc.

12532 Branders Bridge Rd.
Chester, VA 23831
Peggy D'Epiro
804-748-6448 phone
804-748-2095 fax
pdepiro@deltagraphic.com

Reed Associates, Inc.

1500 Industry Road
Suite P

Hatfield, PA 19440

William Anderson
215-256-9572 x 103 phone
215-256-0443

wanderson@reedassociatesinc.com

H2I Group

430 Industrial Blvd. NE
Minneapolis, MN 55413

Nathan Thiesfeld
612-362-2119
866-427-5007

nthiesfeld@H2IGroup.com

D.C. Jaeger Corporation

PO Box 2455

Winter Park, FL 32790

Rod Jaeger
800-432-2022
407-645-1500

rjaeger@jaegereducation.com

Educational Furniture

620 E 18th St.

Muncie, IN 47302

Matt Simmons

765-286-9041

Matt@edfurn.com

Magee Enterprises Inc.

105 Millcreek Corners

Brandon, MS 39407

Nita Beaver

601-992-0741 (phone)

601-992-2162 (fax)

mageeoffice@gmail.com