



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: Paragon

Introduction

At Paragon, 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.

Paragon Furniture's 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 Jay Krause at 814-342-7000 or via email at paragon@ironfurnace.com

Placing an Order via Fax or Email:

1. Locate product and prices on PEPPM.org or through a sales representative.
2. Our posted PEPPM prices are for a quantity of 1.
For quantity orders, please contact Jay Krause, our National Contracts Manager, at 814-342-7000 or paragon@ironfurnace.com
3. Select one of the authorized resellers listed below and address the orders to:
Selected Reseller Name
Reseller Address
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.
 - 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 **Paragon** 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 and address the orders to:

Paragon Furniture, Inc
203 N. Front Street
Suite 216
Philipsburg, PA 16866
Jay L. Krause
814-342-7000
paragon@ironfurnace.com

Academy Furniture and Supplies

519 Dowd Avenue
Elizabeth, NJ 07201
Howard Schreiber
877-687-2223 phone
877-687-2223 fax
howard@academyfurn.com

CDW Government, LLC

230 N. Milwaukee Ave.
Vernon Hills, IL 60045
Melissa Johnston
312-705-2069 phone
312-705-0469 fax
melijoh@cdw.com

School Outfitters, LLC

3736 Regent Ave.
Cincinnati, OH 45212
Queenie Takougang
800-260-2776 phone
800-494-1036 fax
contracts@schooloutfitters.com

MeTEOR Education, LLC

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

OnPoint Technologies

4100 Jurupa St., Ste. 102
Ontario, CA 91761
Ashley Jackson
909-937-3355 phone
909-937-3320 fax
ashley@onpointclassroom.com

Henricksen

1101 W. Thorndale Ave.
Itasca, IL 60143
Richard Failla
630-875-0297 phone
630-250-9112 fax
r.failla@henricksen.com

RDC Holding LLC**DBA: School Furnishings**

17A Executive Drive
Hudson, NH 03051
Karen Crump
603-882-9418 phone
603-882-9439 fax
Karen@schoolfurnishings.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

Intereum, Inc.

9800 8th Ave. N.
Plymouth, MN 55441

Kim Sorenson
612-272-6553 phone
763-417-3309 fax
ksorenson@intereum.com

JMJ Corporation

7910 West Broad Street
Henrico, VA 23294

Pamela Socks
804-270-7400 Ext. 119 phone
804-270-7333 fax
PAMELA@JMJCORPORATION.COM

Ernie Morris Enterprises, Inc.

P.O. Box 818
232 N. Main St.
Bushnell, FL 33513

Ronald Morris
352-793-2745 phone
352-793-2778 fax
sa6steam@erniemorris.com

Business Interiors

1111 Valley View Lane
Irving, TX 75061

Mike Paris
817-858-2079 phone
817-858-2020 fax
mparis@businessinteriors.com

Tanner Furniture

7813 Derry Street
Harrisburg, PA 17111

Josh Witman
717-985-9700 phone
717-985-9500 fax
josh@gotanner.com

Learning Environments, LLC

16918 Cottonwood Way
Houston, TX 77059

Jarrod Wiggins
281-898-5205 phone
jarrod@learningenvironments.com

MOI INC

1801 Porter St.
STE 100

Baltimore, MD 21230

Janice Dorbu

443-789-2037 phone

410-265-5699 fax

jdorbu@maii.com

KAY-TWELVE, LLC

1401 Polaris Parkway,
Suite 301

Columbus, OH 43240

Adam Craddock

888-624-5451 ext. 44 phone

614-423-6750 fax

support@kay-twelve.com

American Interiors Inc.

302 S. Byrne Rd.

Building 100

Toledo, OH 43615

Kristie Thomson

734-748-9904

kthomson@aminteriors.com