

Contract Summary

Contract Expiration

December 1, 2028

ELIGIBLE END-USERS

- » New York State political subdivisions and others authorized by New York State law may participate in contracts. These include but are not limited to local governments, public authorities, public schools and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations.
- » A list of categories of eligible entities is available on the OGS web site at: <http://www.ogs.state.ny.us/purchase/snt/othersuse.asp>
- » Questions regarding an organization's eligibility to purchase from the New York State contract should be directed to OGS Procurement Services Group's Customer Service 518-474-6717.

CONTRACT TERMS & CONDITIONS

Payment Terms

Net 30 Days

DELIVERY

- » All orders must be delivered and installed within 90 days.
- » Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State, as designated by the ordering agency including dock delivery and tailgating of load, which means bringing the truck to the loading dock or loading area and bringing the load to the tailgate of the truck or liftgate for Authorized User personnel to remove the load without entering the truck. In addition, upon mutual agreement, delivery locations may be expanded per the "Extension of Use" clause.
- » Charges for delivery are not approved under this contract and will not be accepted on an order. Orders that incorporate a line-item charge that has "delivery" referenced will be returned to the dealer; the dealer will be required to correspond directly with the End User to remove these fees from the order.

SERVICES

- » **Installation:** Bidders have the option of offering installation, which may be at an additional cost represented by a percentage above the net price charged and may be charged at a different percentage rate for Downstate and Upstate. 40% Downstate and 33% Upstate
- » **Inside delivery** is intended for essentially free-standing furniture when the Authorized User is unable to bring it from the dock to the point of use. It shall consist of removal from truck, bringing to point of use, uncrating, minor assembly (for example: attach hutch to desk or credenza, attach a return, set shelves in bookcase and leveling), removal of packing/packaging debris and leaving ready for use. Inside delivery cannot be applied to installation, such as systems furniture, high density filing, and furniture shipped KD (Knocked Down). The Authorized User must specify at time of order, and prior to delivery, if inside delivery is required. 25% Downstate and 18% Upstate

Note: Design and Reconfiguration are not allowed.

PRODUCT & PRICING INFORMATION
NON-CONTRACT ITEMS
Items not approved on contract cannot be quoted or represented as a contract sale; non-contract items will not be accepted on an order.
SPECIALS
Specials are not allowed on contract and will not be accepted on orders.

DISCOUNT MATRIX & PRODUCT LISTING	
Allsteel Price List	March 1, 2023

Product	Pricing Tiers List	Discount from List
Concensys Systems, Terrace Systems, Stride Systems, and Universal Product	\$1 - \$1,126,126	77.60%
	Greater than \$1,126,126	Negotiable
Stride Desking, Stride Storage, Stride Benching, Involve, Optimize Systems, Approach, Further, Align Metal Storage, Align Laterals, Radd Storage, A8, Gallery Panels, Mural, Daybook	\$1 - \$1,033,058	75.60%
	Greater than \$1,033,058	Negotiable
Further Adaptive Supports	\$1 - \$936,330	73.1%
	Greater than \$936,330	Negotiable
Align Full Wood, Wood Casegood	\$1 - \$741,840	66.00%
	\$741,841 - \$1,602,564	68.60%
	Greater than \$1,602,564	Negotiable
Accessories (Ergonomic Tools, Wand Light)	\$1 - \$781,250	67.80%
	Greater than \$781,250	Negotiable
Wood Seating	\$1 - \$720,461	65.00%
	Greater than \$720,461	Negotiable
Storage Towers, Overfiles, Bookcases, Essentials Lateral Files, Vertical Files	\$1 - \$871,080	71.10%
	\$871,081 - \$1,872,659	73.10%
	Greater than \$1,872,659	Negotiable
Gather Collection, Clarity, Co Ho, Parallel, Recharge, Rock, Retreat Seating, Jetty:Mod, and Two Thirds	\$1 - \$645,995	61.00%
	Greater than \$645,995	Negotiable
Structure, Merge, Admix and Aware Tables	\$1 - \$793,651	68.30%
	Greater than \$793,651	Negotiable

Product	Pricing Tiers List	Discount from List
Scout Seating	\$1 - \$776,398	67.60%
	Greater than \$776,398	Negotiable
Relate Seating	\$1 - \$877,193	71.30%
	Greater than \$877,193	Negotiable
Inspire, Mimeo, Lyric, Evo, Svelte, O6, Pli, and Quip Seating	\$1 - \$720,461	65.00%
	Greater than \$720,461	Negotiable
Access and Acuity Seating	\$1 - \$741,840	66.00%
	Greater than \$741,840	Negotiable
Trooper, Tolleson Side, and Nimble Seating	\$1 - \$822,368	69.40%
	Greater than \$822,368	Negotiable
Seek	\$1 - \$764,526	67.10%
	Greater than \$764,526	Negotiable
Gunlocke	\$1 - \$100,000	60.5%
	\$100,001 - \$400,000	62.7%
	\$400,001 - \$720,461	65%
	Greater than \$720,461	Negotiable
Architectural Walls (Beyond and Aspect)	\$1 - \$100,000	60.0%
	\$100,001 - \$400,000	61.8%
	Greater than \$400,000	Negotiable

***Authorized Architectural Product dealers only.** Please contact archproducts@allsteeloffice.com for additional information. Architectural Product pricing does not include freight. Freight will be listed as a separate line item on the quote, purchase order, and invoice, unless otherwise agreed to in writing, and each charge is contingent upon final destination of the product. All applicable taxes and freight charges will be added to Allsteel's invoice, and customer agrees to pay the same.

For Dealer & Sales Reference Only

SERVICING FEES	
Dealer Servicing Fee	10%

ORDER PLACEMENT

COMPASS CODES

- » B774 Invoice to End-User
- » B775 Invoice to Dealer
- » B776 APG Invoice to End-User
- » B777 APG Invoice to Dealer

AGENCY ORDERS PLACED DIRECTLY WITH ALLSTEEL

Orders issued direct to Allsteel must adhere to the following rules:

- » Orders MUST be made out to Allsteel LLC c/o Servicing Dealer.
- » Orders MUST reflect the correct contract pricing. Orders with incorrect pricing will be sent back to the dealer who will correspond directly with the End User for appropriate modifications.
- » Orders MUST include the contract number PC70158.
- » Orders MUST be sent to Allsteel’s Government Customer Service team by the following methods:
 - EDI or Electronic Ordering: Please contact Customer Service for full details.

ORDERS ARE PLACED THROUGH THE AUTHORIZED DEALER

Select Authorized Dealers have been approved by the State of New York to receive purchase orders and payments; dealers must adhere to the following rules:

- » Both the End User purchase order to the dealer and the dealers order to Allsteel, must reference Allsteel’s contract number PC70158.
- » The dealer **must** provide a copy of the End User’s purchase order to Allsteel.
- » End User pricing must match Allsteel’s stated contract pricing. The dealer is not authorized to change discounting or net pricing to the customer without written authorization from Allsteel.

Dealer must provide the following information:

- » End User Type – State, CUNY, SUNY, Local or Other
- » End User Purchase Order Number
- » End User Business Name
- » Delivery Zip Code
- » Inside Delivery Charges
- » Install Charges

DEALER ADDITIONS/UPDATES

Dealers can be updated on a quarterly basis with approval from Allsteel and the State of New York.

Due dates for Sales to send complete submittals are January 1, April 1, July 1, and October 1.

Required Documentation to add a Dealer are as follows:

- » Allsteel Dealer Agreement Form
- » Allsteel General Information Form
- » State of New York Information Form
- » Dealer Flow-down Letter

For further details regarding new dealer setups, please contact HNI Government Support at governmentsupport@hniworkplacefurnishings.com

CONTACT INFORMATION

Allsteel Customer Support	888-255-7833	governmentsupport@hniworkplacefurnishings.com
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Order Assistance: ASIOOrder@allsteeloffice.com

Compass Ordering Issues: HNIPortalSupport@hnicorp.com

Credit Assistance (Invoice copies, payment information): credit@hniworkplacefurnishings.com

Contracts & Compliance details: AllsteelGovContracts@allsteeloffice.com

Feel free to contact your local Allsteel Business Development Manager