



Contract Information

Schedule: Multiple Award Schedule
Contract Number: 47QSMS24D0086
Contract Period: June 7, 2024 – June 6, 2029

Allsteel LLC
600 East 2nd Street
Muscatine, IA 52761-4853

Government Customer Support Information

Phone: 888-255-7833
Fax: 888-329-3123
www.allsteeloffice.com

General Information

Business Size	Large (Corporation)
UEI No.	HYBHM8PBY8U7
DUNS No.	12-031-6711
Cage Code	01074
Tax ID No. (TIN)	36-0717079

CUSTOMER INFORMATION

1.a Special Item Numbers (SIN)

SIN 33721 - Office Furniture

SIN 33721P - Packaged Office Furniture

SIN 33721T - Training Room, Auditorium and Theater Furniture

1.c. Hourly Rates

Installation

Available at an hourly rate of not to exceed \$100.00/hr and is inclusive of Industrial Funding Fee; \$175 minimum order charge per project. Additional charges may apply for: Weekends, Holidays and Overtime; Payment of Union Labor and/or Prevailing Wage. Charges may exceed this rate when such rate is negotiated between the Special Representative (authorized dealer) and the buyer. Additional charges for installation may also apply for other extraordinary circumstances if approved by the GSA Contracting Officer.

Project Management

Available at an hourly rate of not to exceed \$71.00/hr and is inclusive of Industrial Funding Fee. Services include management support for new furniture projects requiring design, installation, or reconfiguration of office furniture. Additional charges may apply for: Weekends, Holidays and Overtime; Payment of Union Labor and/or Prevailing Wage. Additional charges may also apply for other extraordinary circumstances if approved by the GSA Contracting Officer.

Reconfiguration and Relocation Services

Available at a rate of not to exceed \$78.00/hr and is inclusive of Industrial Funding Fee. Agency must define the scope of services required, which will be negotiated with Special Representative (authorized dealer) on a project by project basis by the ordering activity involved. Additional charges may apply for: Weekends, Holidays and Overtime; Payment of Union Labor and /or Prevailing Wage. Additional charges may also apply for other extraordinary circumstances if approved by the GSA Contracting Officer.

Office Design/Layout Services

Available at an hourly rate of not to exceed \$71.00/hr and is inclusive of Industrial Funding Fee. Billable design time and scope of services required will be negotiated with Special Representative (authorized dealer) on a project by project basis by the ordering activity involved. Additional charges may apply for: Weekends, Holidays and Overtime; Payment of Union Labor and/or Prevailing Wage. Additional charges may also apply for other extraordinary circumstances if approved by the GSA Contracting Officer.

2. **Maximum Order**
\$250,000 Net for all SINs
3. **Minimum Order**
\$100 Net per the Solicitation for all product and service SINs.
4. **Geographic Coverage**
The 48 Contiguous States and Washington, DC (CONUS).

Shipments for AK, HA, GU, PR etc. are FOB point of embarkation within the Continental United States (CONUS). For "International" Use of Domestic Schedules: Activities shall provide forwarding instructions and/or TCN documentation and/or Instructions.

5. **Points of Production**
Muscatine, Muscatine County, Iowa
Wayland, Steuben County, New York
Cedartown, Polk County, Georgia
Hickory, Catawba, North Carolina
Arteaga, Coahuila, Mexico

- 6. Discount Statement**
Discount is applied to list prices.
- Discounts from published list are provided in a GSA Schedule discount matrix at www.allsteeloffice.com.
- Federal orders combined for discount shall be to the same destination and time of shipment and shall be cross referenced to one another (unless otherwise detailed by Blanket Purchase Agreement).
- 7. Quantity Discounts**
Discounts from published list are provided in a GSA Schedule discount matrix at www.allsteeloffice.com.
- 8. Payment Terms**
Net 30 days from date of invoice.
- 9. Foreign Items**
Allsteel is a domestic manufacturer that utilizes a global supply chain to manufacture its product. All products offered on GSA contract are substantially transformed in the U.S. or a TAA compliant country.
- 10.a. Time of Delivery**
60 days ARO. Orders conforming to routine commercial criteria may be accorded shorter lead times.
- Orders which require delivery dates in excess of 30 days shall specify a “do not ship prior to....” instruction.
- 10.b.c.d. Expedited Delivery**
Standard terms apply for Everyday Advantage® Program. See current pricer for details at www.allsteeloffice.com.
- The agency may negotiate with Allsteel LLC for expedited delivery (shipments of less than 30 days) and may incur an additional charge. The agency is to contact Allsteel Government Customer Support at 888-255-7833 for details.
- 11. F.O.B.**
All shipments for the Continental United States (CONUS) (48 Contiguous) will be FOB Origin, freight paid by Allsteel to a single ship-to location per order. Allsteel will determine best method of shipment and delivery timeframes. The purchaser is responsible for the equipment and manpower to off-load the shipment. Destination address must be able to accept a 53-ft. trailer and must have a loading dock. Charges for non-standard services and order change fees for services requested outside of standard freight costs apply. Orders which require special handling for overseas shipment may incur an export/palletization charge of up to \$150 per pallet. For “International” Use of Domestic Schedules: Activities shall

provide forwarding instructions and/or TCN documentation and/or Instructions.

Allsteel's standard delivery time for GSA Customers is 60 days ARO. Additional expenses may be incurred by customer expedited shipping requests. Customers may agree to extended delivery times. Acceptance of Allsteel's acknowledgement is considered the customer's acceptance of the delivery time stated therein.

The Last Ship Revision Date ("LSRD") for all orders is eight business days prior to the acknowledged ship date. The LSRD is the final date for changes to the traffic contact or to make an address change to the delivery address, provided the new address is within 50 miles of the original address. Any order changes beyond the deadline or for other than the reasons outlined above are subject to Allsteel approval and, if approved, are subject to additional costs and delays.

Allsteel selects the transportation carrier on all orders. If a specific carrier is requested by the customer, it is the sole discretion of Allsteel to determine if the carrier will be used, and Allsteel will not be responsible for the services provided by that carrier. Further, with all customer selected carriers, the customer is solely responsible for filing all claims for lost or damaged product with the carrier. With Allsteel selected carriers, GSA customers will receive assistance in filing claims for lost or damaged product with the carrier. If a GSA customer orders through a dealer, the customer reaches out to the dealer who files a claim on the customer's behalf. In the event the GSA customer did not order through a dealer, the customer reaches out to the Allsteel Government Customer Support who will assist in filing a claim. Allsteel reserves the right to select the Freight Forwarder/Customs Broker on all orders shipping to Hawaii and Alaska.

Allsteel rates are for dock-to-delivery and do not include inside delivery, un-cartoning or set up. If desired, arrangements for inside delivery must be made and approved when the order is placed.

12.

Ordering Address

Agencies send completed purchase orders or credit card orders to:

Allsteel LLC
600 East 2nd Street
Muscatine, Iowa 52761
Attn: Customer Support

Order should be made out to Allsteel LLC
Alternatively, orders may be made out:
Allsteel LLC
c/o Special Representative (authorized dealer) at Contractor's address

Please contact Allsteel Customer Support for EDI and/or Facsimile Orders Acknowledgement processing

Allsteel Customer Support
Phone: 888-255-7833
Fax: 888-329-3123

13. Payment Address

Allsteel LLC
13358 Collections Center Drive
Chicago, IL 60693

Or
E.F.T to: Acct #37562-76554, ABA # 111000012

14. Warranty

Allsteel's Standard Commercial Limited Lifetime Warranty and Gunlocke's Standard Commercial 12 Year Warranty apply.

15. Export Packaging Charges

Price Quoted Upon Request.

16. Rental, Maintenance, and Repair

Not applicable.

17. Installation

Office Furniture Installation
Available at an hourly rate of not to exceed \$100.00/hr and is inclusive of Industrial Funding Fee; \$175 minimum order charge per project. Additional charges may apply for: Weekends, Holidays and Overtime; Payment of Union Labor and/or Prevailing Wage. Charges may exceed this rate when such rate is negotiated between the Special Representative (authorized dealer) and the buyer. Additional charges for installation may also apply for other extraordinary circumstances if approved by the GSA Contracting Officer.

18. Repair Parts

Refer to Allsteel Government Customer Support.

19. Service and Distribution

Visit the Allsteel Office Dealer Locator at www.allsteeloffice.com or refer to Allsteel Government Customer Support for an authorized servicing dealer near you:

Allsteel Government
Customer Support
Ph: 888-255-7833
Fax: 888-329-3123
Email: asicustomersupport@allsteeloffice.com

20. Participating Dealers

Allsteel Special Representatives (authorized dealers) perform furniture design, reconfiguration, project management, and installation services as subcontractors to Allsteel.

Find local Representatives on the dealer locator at www.allsteeloffice.com.

21. Preventative Maintenance
Not applicable.

22.a Special Attributes
Allsteel is an industry leader in our commitment to minimizing impact on the environment. Visit us at <https://www.allsteeloffice.com/insights/sustainability/our-approach> for up to date information on Allsteel's call to action for true environmental sustainability.

22.b 508 Compliance
Not applicable.

23. Unique Entity Identifier (UEI) Number
UEI No. HYBHM8PBY8U7

24. System for Award Management (SAM) database
Allsteel LLC is active and current in SAM.

25. Cancellation Policy
All cancellations or changes to orders are subject to Allsteel's written approval. Raw material planning occurs immediately after the order receives a ship (acknowledgement) date and may involve suppliers who have a no-cancellation policy. Cancellations or changes on orders scheduled for current production are reviewed for possible acceptance. Cancellations or changes accepted by Allsteel may be subject to a processing fee of up to 45% of the net invoice order amount. Cancellation fees are mutually exclusive to return/restocking fees. Customers will not be charged a return/restocking fee if the cancellation fee applies.

Upon approval, a cancellation number is issued to the customer.

Special products (i.e. – COM, special finishes, structural modifications, etc.) that are requested to be cancelled prior to shipment are subject to cancellation costs up to the full value of the product.

26. Restocking Charges
All returns are subject to approval by Allsteel. If accepted, a restocking fee of up to 45%, plus the cost of returning the product, is the responsibility of the Government agency. All returns must have a written authorization prior to returning any products. If approved, merchandise must be returned in original shipping cartons, with proper inner packing and is subject to inspection upon return before acceptance. Returns are not authorized from Alaska, Hawaii, or Canada. Return/restocking fees are mutually exclusive to cancellation fees. Customers will not be charged a cancellation fee if the return/restock fee applies.