

Contract Summary

Contract Expiration	September 30, 2025
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ELIGIBLE END-USERS

- » Eligible end-users are required to sign up to become an NCPA member; there is no cost for membership.
- » Eligible entities are county, city, special district, local government, school district, private K-12 school, higher education institution, state, other government agency, healthcare organization or nonprofit organization. A complete member listing can be viewed at the following link:
[NCPA 20Monthly Membership.xlsx \(live.com\)](#)
- » To become a NCPA member, they must complete the online registration located on the NCPA website at the following link: [NCPA: Register](#)

CONTRACT TERMS & CONDITIONS

Payment Terms	Net 30 Days
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DELIVERY

- » All End User orders are FOB Destination, company paid freight to one location within the Continental United States.
- » Delivery shall be negotiated between customer and authorized dealer.
- » Charges for delivery/freight 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

- » Quotes to the end user must reflect a separate line item for each service.
- » Services shall be quoted following the guidelines listed below:

Service Type	Quote Type	Rate
Assembly/Installation	Negotiated	Negotiated between the dealer and customer on an order-by-order basis.
Design		
Project Management		
Reconfiguration		
Storage		

Approved Architectural Product Services

Service Type	Quote Type	Rate
Assembly/Installation	Negotiated	NTE \$143/lineal foot***
Design	Negotiated	NTE \$90/hr
Project Management	Negotiated	NTE \$90/hr
Reconfiguration	Negotiated	NTE \$125/hr

*****Installation costs noted are for normal work hours, non-union wages. Union, prevailing wage, overtime, weekend work will be negotiated on a case-by-case basis.**

PRODUCT & PRICING INFORMATION

DISCOUNTS/PRODUCTS

See Matrix for discounts and available products.

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 approved on contract with the following limitations:

- » The special must be a modification to an already approved base model accepted on this contract.
- » List pricing is determined on a case-by-case basis; all requests should be sent to the HNI Customer Support team governmentsupport@hniworkplacefurnishings.com
- » Approved specials will receive discounts consistent with the base model discounts already approved on contract.

DISCOUNT MATRIX & PRODUCT LISTING

Allsteel, APG & Gunlocke Price List	March 1, 2023 *Effective 2/1/2024 pricing will be based on the February 1, 2024 price lists for all brands.
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NCPA Furniture Contract #07-76
Allsteel Inc. Discount Matrix

Products	Combined List per Order	Discount From List
Altitude Tables	\$1 - \$100,000	68.0%
	\$100,001 - \$400,000	69.6%
	\$400,001 & Above	Negotiable
Stride Systems, Terrace, Concensys, Optimize, Further, Mural, Fit, Gallery Panels, Involve Casegoods, Approach, Stride Benching, Pedestals, Overheads, Worksurfaces, and Electrical & Accessories, Daybook	\$1 - \$100,000	68.0%
	\$100,001 - \$400,000	69.6%
	\$400,001 & Above	Negotiable
Further Adaptive Supports	\$1 - \$100,000	65.5%
	\$100,001 - \$400,000	67.1%
	\$400,001 & Above	Negotiable
Lateral Files, Vertical Files, Storage (Towers, Bookcases, & Cabinets), and Essentials	\$1 - \$100,000	62.2%
	\$100,001 - \$400,000	63.3%
	\$400,001 & Above	Negotiable
Align (Laterals, Storage, Credenzas), Involve Storage, and Radii Storage	\$1 - \$100,000	62.2%
	\$100,001 - \$400,000	63.3%
	\$400,001 & Above	Negotiable
Admix, Aware, and Structure Tables	\$1 - \$100,000	62.2%
	\$100,001 - \$400,000	62.2%
	\$400,001 & Above	Negotiable
Nimble, Tolleson, and Trooper Seating	\$1 - \$100,000	62.2%
	\$100,001 - \$400,000	62.2%
	\$400,001 & Above	Negotiable
Relate, Seek, Inspire, Scout, and Access Seating	\$1 - \$100,000	59.1%
	\$100,001 - \$400,000	59.1%
	\$400,001 & Above	Negotiable
Acuity, Mimeo, Lyric, Quip, Evo, Pli, O6, and Svelte Seating	\$1 - \$100,000	55.9%
	\$100,001 - \$400,000	55.9%
	\$400,001 & Above	Negotiable
Social Collaborative Seating/Tables/Conferencing, Clarity, Co Ho, Park by Norm Architects, Recharge, Retreat, Townhall Collection (Rock, Wedge, Peak, Summit, Picnic, Cloud), Two-Thirds, and New Product Offering	\$1 - \$100,000	48.6%
	\$100,001 - \$400,000	51.7%
	\$400,001 & Above	Negotiable
Wood Casegoods (Align Wood), and System Veneer	\$1 - \$100,000	58.0%
	\$100,001 - \$400,000	58.0%
	\$400,001 & Above	Negotiable
Ergonomic Tools, Electrical and Task Lights	\$1 - \$100,000	52.8%
	\$100,001 - \$400,000	54.9%
	\$400,001 & Above	Negotiable
Gunlocke	\$1 - \$250,000	53.4%
	\$250,001 & Above	Negotiable
Architectural Products - Beyond*	\$1 - \$250,000	56.7%
	\$250,001 & Above	Negotiable
Architectural Products - Aspect*	\$1 - \$250,000	60.4%
	\$250,001 & Above	Negotiable

For Dealer & Sales Reference Only

SERVICING FEES

Dealer Servicing Fee	15%
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ORDER PLACEMENT

COMPASS CODES

- » B513 ASI NCPA 07-76 INVOICE ENDUSER
- » B514 ASI NCPA 07-76 INVOICE DEALER
- » B515 ASI NCPA 07-76 ARCH WALLS INV 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 NCPA Contract #07-76.
- » 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

Authorized Dealers approved by NCPA to receive purchase orders and payment 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 NCPA Contract #07-76.
- » 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.

The dealer must provide the following information:

- » Agency Name: Enter the name of the ordering Agency/Entity.
- » Agency Address: Enter full Address including City, State and Delivery Zip Code
- » Agency Purchase Order Number: Enter the purchase order number from the Agency's purchase order.
- » Installation charges applied to the order – Enter the total installation charges applied to the order. If no installation charges, enter the number zero '0'.

- » Design charges applied to order – Enter the total design charges applied to the order. If no design charges, enter the number zero '0'.
- » Project management charges applied to order – Enter the total project management charges applied to the order. If no project management charges, enter the number '0'.
- » Reconfiguration charges applied to order – Enter the total reconfiguration charges applied to the order. If no reconfiguration charges, enter the number '0'.
- » Storage charges applied to order – Enter the total storage charges applied to the order. If no storage charges, enter the number '0'.

DEALER ADDITIONS/UPDATES

This contract is open to all Allsteel dealers nationwide. Allsteel aligned dealers have access to quote Allsteel, Gunlocke, and APG products.

Dealers can be updated on a quarterly basis with approval from Allsteel and NCPA.

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
- » Dealer Flow-down Letter

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

HELPFUL WEBSITE LINKS

NCPA Website for contract information

[AllSteel](#) | [OMNIA Partners](#) | [Contract Documents](#)

NCPA Web Site for Member Registration

[Terms and Conditions \(omniapartners.com\)](#)

CONTACT INFORMATION

Allsteel Customer Support

888-255-7833

governmentsupport@hniworkplacefurnishings.com

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