

Contract Summary

Contract Expiration

March 30, 2025

ELIGIBLE END-USERS

- » **Only entities registered with COSTARS may purchase utilizing this contract.** A list of registered entities can be found at: <http://www.costars.state.pa.us/SearchCOMember.aspx>
 - If an entity is not registered, and believes they would qualify, please direct them to the following link: <http://www.costars.state.pa.us/UserRegistration.aspx>
 - Entities that can register for this contract include local public procurement units and State-affiliated entities.
 - Local public procurement units include: any political subdivision; any public authority; any tax exempt, nonprofit educational or public health institution or organization; any nonprofit fire, rescue, or ambulance company, and to the extent provided by law, any other entity including a council of governments or an extra government that expends public funds for the procurement of supplies, services, and construction.
 - A State-affiliated entity is a Commonwealth authority or entity that is not a Commonwealth agency. The term includes the Pennsylvania Turnpike Commission, the Pennsylvania Housing Finance Agency, the PA Municipal Retirement Systems, the PA Infrastructure Investment Authority, the State Public School Building Authority, the PA Higher Educational Facilities Authority, and the State System of Higher Education.
- » **State agencies, or entities that are not registered with COSTARS, are not allowed to use this contract.**

CONTRACT TERMS & CONDITIONS

Payment Terms	Net 30 Days
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DELIVERY

- » All orders must be delivered within 60 days.
- » All End User orders are FOB Destination, company paid freight to one destination within the continental United States.
- » 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 charges are included in the discount.
- » All other ancillary services (i.e., Design, Reconfiguration, and Project Management) are negotiated on an order-by-order 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 & Gunlocke Price
Lists

Current at time of order entry

Products	Combined List Per Order	Discount From List Tailgate	Discount From List Installed
Concensys, Optimize Systems, Further, Involve Casegoods, A8, FIT Gallery Panels, Mural Desking, Approach, Universal Screens, Daybook	\$1 - \$100,000	69.5%	67.00%
	\$100,001 - \$400,000	71.0%	68.50%
	\$400,001 and above	Negotiable	Negotiable
Terrace	\$1 - \$100,000	72.2%	69.90%
	\$100,001 - \$400,000	73.6%	71.50%
	\$400,001 and above	Negotiable	Negotiable
Stride Systems and Stride Desking	\$1 - \$100,000	71.9%	69.60%
	\$100,001 - \$400,000	73.3%	71.10%
	\$400,001 and above	Negotiable	Negotiable
Lateral Files, Vertical Files and Storage (Towers/Bookcases/Cabinets), Align Lateral Files, Align Storage, Stride Storage, Involve Storage, Ralii Storage	\$1 - \$100,000	64.0%	61.00%
	\$100,001 - \$400,000	65.0%	62.00%
	\$400,001 and above	Negotiable	Negotiable
Nimble Seating	\$1 - \$100,000	64.0%	61.00%
	\$100,001 - \$400,000	64.0%	61.00%
	\$400,001 and above	Negotiable	Negotiable
Relate, Seek, Inspire, Lyric, and Quip Seating	\$1 - \$100,000	61.0%	57.70%
	\$100,001 - \$400,000	61.0%	57.70%
	\$400,001 and above	Negotiable	Negotiable
Acuity, Mimeo, Evo, Pli, O6, and Svelte Seating	\$1 - \$100,000	58.0%	54.50%
	\$100,001 - \$400,000	58.0%	54.50%
	\$400,001 and above	Negotiable	Negotiable
Social Collaborative Seating/Tables/Conferencing, Clarity, Co Ho, Parallel, Park, Recharge, Retreat, Two-Thirds, Townhall Collection (Rock, Wedge, Peak, Summit, Picnic, Cloud)	\$1 - \$100,000	51.0%	46.90%
	\$100,001 - \$400,000	54.0%	50.20%
	\$400,001 and above	Negotiable	Negotiable
Admix, Aware, and Structure Tables	\$1 - \$100,000	64.0%	61.00%
	\$100,001 - \$400,000	64.0%	61.00%
	\$400,001 and above	Negotiable	Negotiable
Wood Casegoods (Align Wood), Wood Casegoods, Wood Seating and New Product Offering	\$1 - \$100,000	60.0%	56.70%
	\$100,001 - \$400,000	60.0%	56.70%
	\$400,001 and above	Negotiable	Negotiable
Gunlocke Products	\$1 - \$100,000	56.0%	52.30%
	\$100,001 - \$400,000	56.0%	52.30%
	\$400,001 and above	Negotiable	Negotiable
Accessories (Ergonomic Tools, Wand Light)	\$1 - \$100,000	55.0%	51.20%
	\$100,001 - \$400,000	57.0%	53.40%
	\$400,001 and above	Negotiable	Negotiable

Percent discount(s) from identified catalog or manufacturer/distributor's price list. Discounts shall remain firm for the entire contract period.

We are offering ancillary services. The actual price will be negotiated between the Contractor and the COSTARS participant and noted on purchase order at time of order.

Updated 1/9/2024

For Dealer & Sales Reference Only

SERVICING FEES

Dealer Servicing Fee	Delivery Type	Servicing Fee %
	Dockside	15.0%
	Delivered and Installed	21.5%

ORDER PLACEMENT

COMPASS CODES

- » B654 ASI COSTARS CONCENSYS DOCKSIDE INV ENDUSER
- » B655 ASI COSTARS TERRACE DOCKSIDE INV ENDUSER
- » B656 ASI COSTARS STRIDE DOCKSIDE INV ENDUSER
- » B657 ASI COSTARS CONCENSYS INSTALLED INV ENDUSER
- » B658 ASI COSTARS TERRACE INSTALLED INV ENDUSER
- » B659 ASI COSTARS STRIDE INSTALLED INV ENDUSER

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 COSTARS-035-E23-209.
- » Orders MUST include the COSTARS Member Number.
- » 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.

DEALER ADDITIONS/UPDATES

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

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

COSTARS Member Search

[COSTARS Member Search \(state.pa.us\)](#)

COSTARS Website

[COSTARS Contract Search \(state.pa.us\)](#)

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