

Contract Summary

Contract Expiration	September 30, 2024
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ELIGIBLE END-USERS

- » University of Wisconsin System campuses, State of Wisconsin agencies, Wisconsin municipalities.
 - A Wisconsin municipality includes counties, cities, villages, towns, school boards, sewage drainage, vocational, technical, and adult education districts, and other bodies with the power to award public contracts.

CONTRACT TERMS & CONDITIONS

Payment Terms	Net 30 Days				
DELIVERY					
<ul style="list-style-type: none"> » All orders must be delivered within 60 days. » All End User orders are FOB Destination. » 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					
<ul style="list-style-type: none"> » Installation and design services are included in the discounts provided to the End User. However, if the dealer is asked to provide pricing for design and/or installation/reconfiguration services that do not include a quote for new or additional product purchased, the dealer may charge for these services as listed below: <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Design Services – No Product Being Purchased</td> <td>Install/Reconfiguration Services – No Product Being Purchased</td> </tr> <tr> <td>\$65 per hour</td> <td>\$65 per hour</td> </tr> </table>		Design Services – No Product Being Purchased	Install/Reconfiguration Services – No Product Being Purchased	\$65 per hour	\$65 per hour
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PRODUCT & PRICING INFORMATION

DISCOUNTS/PRODUCTS
See Matrix for discounts and available products.
NON-CONTRACT ITEMS
Non-contract Items are allowed and will be accepted on an order and must be clearly marked as not on contract.

SPECIALS
<p>Specials are approved on contract with the following limitations:</p> <ul style="list-style-type: none"> » 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 <p>Approved specials will receive discounts consistent with the base model discounts already approved on contract.</p>

DISCOUNT MATRIX & PRODUCT LISTING	
Allsteel & Gunlocke Price List	March 1, 2023 **Effective 2/1/2024 for both Allsteel and Gunlocke, pricing based on February 1, 2024 price lists.

Product	End User & Dealer Discounts Dockside	End User & Dealer Discounts Installed
Systems (excluding Seating, Tables, Lateral/Vertical Files, Storage, Veneer Casegoods, Gather)	69.5%	64.5%
Further Adaptive Supports	67.0%	62.0%
Lateral & Vertical Files, Storage, Radii	63.4%	57.5%
Seating & Tables	58.5%	52.1%
Veneer Casegoods, new Ergonomic Tools	60.0%	53.4%
Gather Collection, Clarity, CoHo, Park, Parallel, Recharge, Retreat, Townhall Collection, Two-Thirds, Jetty-Mod	50.6%	42.5%
Gunlocke - All Products	54.0%	51.0%

For Dealer & Sales Reference Only

SERVICING FEES

Dealer Servicing Fee	Delivery Type	Servicing Fee %
	Dockside	15.0%
	Delivered and Installed	27.0%

ORDER PLACEMENT

COMPASS CODES

- » B499 ASI UNIV OF WI 23-5665 DOCKSIDE INVOICE DEALER
- » B500 ASI UNIV OF WI 23-5665 INSTALLED INVOICE DEALER

ORDERS ARE PLACED THROUGH THE AUTHORIZED DEALER

All orders must be issued direct to the authorized Allsteel Dealer and 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 23-5665.
- » 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 ADDITIONS/UPDATES

Dealers can be updated on a quarterly basis with approval from Allsteel and the University of Wisconsin.

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 Special Representative Agreement Form
- » Allsteel General Information Form
- » Allsteel Socio Economic Form
- » Dealer Flow-down Letter

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

HELPFUL WEBSITE LINKS

Entity Name Goes Here

University of Wisconsin Website

<http://www.bussvc.wisc.edu/purch/contract/wp5665.html>

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