

Contract Name: Los Angeles County Furniture – Office Systems & Seating Contract
Contract Number: MA-IS-2140090-1
Contract Expiration: March 28, 2024

CONTRACT TERMS

Eligible End-Users

- Los Angeles County Entities
- For questions regarding End User eligibility please contact our Allsteel Customer Solutions Team at 888-255-7833 or customersupport@allsteeloffice.com

Product Information

Available Product Categories

- **Allsteel and Gunlocke products.**

Note: Please refer to the attached Discount Matrix for a list of available product series and the current price list date in effect.

Excluded Products

Architecture Walls

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 Allsteel Customer Support team CustomerSupport@Allsteeloffice.com
- Approved specials will receive discounts consistent with the base model discounts already approved on contract.

Contract Terms & Conditions

Payment

- Net 30 Days

Delivery

- 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

- 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
Project Management	Hourly	Not to Exceed \$65.00 per hour
Reconfiguration	Hourly	Not to Exceed \$71.00 per hour (effective 12.18.2020)
Design/Layout	Hourly	Not to Exceed \$65.00 per hour
Assembly/Installation	Hourly	Not to Exceed \$100.00 per hour; \$175.00 Minimum charge (effective 12.18.2020)

Bid Pricing

Is this contract eligible for bid pricing? Yes or No

Pricing & Discount Information

Allsteel and Gunlocke Price List: February 2024. ****Effective 4/2/2024 pricing will be based off the GUN and ASI February 2024 List pricers.**

Los Angeles County Furniture – Office Systems & Seating Discount Matrix
Allsteel Inc. Contract #MA-IS-2140090-1

Products	List per Order	Discount from List
Concensys and Terrace Systems, Stride Systems, Universal Product Commodity Code 425-48-00-046662	\$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, Radii Storage, A8, FIT Gallery Panels, Mural Commodity Code 425-48-00-046668	\$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 Casegoods Commodity Code 425-48-00-046669	\$1 - \$741,840	66.00%
	\$741,841 - \$1,602,564	68.60%
	Greater than \$1,602,564	Negotiable
Accessories (Ergonomic Tools, Wand Light) Commodity Code 425-48-00-046675	\$1 - \$781,250	67.80%
	Greater than \$781,250	Negotiable
Wood Seating Commodity Code 425-48-00-046680	\$1 - \$720,461	65.00%
	Greater than \$720,461	Negotiable
Storage Towers, Overfiles, Bookcases, Essentials Lateral Files, Vertical Files Commodity Code 425-48-00-046683	\$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 Commodity Code 425-48-00-046672	\$1 - \$645,995	61.00%
	Greater than \$645,995	Negotiable
Structure, Merge, Aware Tables Commodity Code 425-48-00-046671	\$1 - \$793,651	68.30%
	Greater than \$793,651	Negotiable
Scout Seating Commodity Code 425-48-00-046683	\$1 - \$776,398	67.60%
	Greater than \$776,398	Negotiable
Relate Seating Commodity Code 425-48-00-046689	\$1 - \$877,193	71.30%
	Greater than \$877,193	Negotiable
Inspire, Mimeo, Lyric, Evo, Svelte, O6, Pli, Quip Seating Commodity Code 425-48-00-046685	\$1 - \$720,461	65.00%
	Greater than \$720,461	Negotiable
Access and Acuity Seating Commodity Code 425-48-00-046665	\$1 - \$741,840	66.00%
	Greater than \$741,840	Negotiable

#19 Seating Commodity Code 425-48-00-046686	\$1 - \$788,644	68.10%
	Greater than \$788,644	Negotiable
Trooper, Tolleson Side, Nimble Seating Commodity Code 425-48-00-046686	\$1 - \$822,368	69.40%
	Greater than \$822,368	Negotiable
Seek Commodity Code 425-48-00-046666	\$1 - \$764,526	67.10%
	Greater than \$764,526	Negotiable
Gunlocke (All Product) Commodity Code 962-46-00-036634	\$1 - \$100,000	60.50%
	\$100,001 - \$400,000	62.70%
	\$400,001 - \$1,428,571	65.00%
	Greater than \$1,428,571	Negotiable

**PAGES ABOVE CAN BE SHARED WITH END-USERS
ALL PAGES BELOW ARE FOR DEALER AND SALES REFERENCE ONLY**

ALLSTEEL TERMS

Servicing Fees

All size orders 10.0%

Dealer Updates

Dealers can be updated with approval from Los Angeles County and Allsteel.

Required Documentation to add a Dealer are as follows:

- Dealer Flow-down Letter
- Dealer name, address, phone, email and contact

For further details regarding new dealer setups, please contact AllsteelGovContracts@Allsteeloffice.com

Terms & Conditions

Freight/Delivery

All orders must be delivered and installed within 60 days.

All 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.

Cancellation Policy

Cancellation of an order prior to production may be at no charge. After production, cost incurred may be applicable

Returns/Restocking

Return shipments are not accepted unless specifically authorized in advance by Allsteel|Gunlocke on a Returned Goods Authorization Form furnished by Allsteel or Gunlocke. Merchandise must be returned in the original shipping cartons, with proper inner packing and is subject to inspection upon return before acceptance. All returns must be made within 30 calendar days after authorization is issued. Returns are subject to a processing fee of 45% of the invoiced amount, transportation charges prepaid by the selling dealer, Region 4 or end user.

Credit Cards

Credit card orders for End Users shall follow the guidelines listed below:

- Credit cards are accepted from the End User with no additional discount/fee.

- Orders using a credit card shall include the name, signature, and phone number of the cardholder; no verbal orders are accepted at time of order.
- Credit card orders placed directly from the dealer to Allsteel must adhere to Allsteel’s dealer credit card policy.

Payment (Remit to) Information

Allsteel, Inc.
 13358 Collections Center Dr.
 Chicago, IL 60693-0133

Electronic payments should be directed with the following bank information:
 Depository Financial Institution: Bank of America
 Routing Number: 111000012
 Account Number: 0037562-76554
 Account Name: Allsteel, Inc.

If additional information is needed, please contact credit asicredit@allsteeloffice.com

Order Placement

Compass Codes

- B115 ASI LA COUNTY CONCENSYS INVOICE TO END USER
- B117 ASI LA COUNTY CONCENSYS INVOICE TO DEALER

Order Placement

Orders issued direct to Allsteel from the end user must adhere to the following rules:

- Orders must be made out to Allsteel 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 MA-IS-2140090-1
- Orders should be submitted to Allsteel Order Management/Customer Support for processing. Orders will be reviewed to ensure contract compliance. Customer Support contact information is:
 - Phone: 888-255-7833
 - Fax: 888-329-3123
 - Email: customersupport@allsteeloffice.com

As contract holder, it is Allsteel’s responsibility to report on all sales (agency direct and dealer direct) under this contract. To meet contractual reporting requirements, the following information is required to be provided by the dealer for all orders invoiced by the dealer to end-users on this contract:

- The End User purchase order to the dealer must reference Allsteel’s contract number MA-IS-2140090-1.

- The purchase order from the dealer to Allsteel must reference Allsteel’s contract number MA-IS-2140090-1.
- The dealer **must** also provide the following information (if utilizing e-ordering this information must be populated in the “Order Attributes” tab):
 - End-User Name
 - Total Charge for Assembly/Installation Services
 - Number of Hours Quoted for Reconfiguration Services
 - Hourly Rate Quoted for Reconfiguration Services
 - Number of Hours Quoted for Design Services
 - Hourly Rate Quoted for Design Services
 - Number of Hours Quoted for Project Management Services
 - Hourly Rate Quoted for Project Management Services
- The dealer must provide a copy of the End Users 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.

It is important that your orders contain all the above information to ensure order is processed correctly, reporting to Los Angeles County is correct and to eliminate any order delays.

eOrdering & Compass

Required Information

eOrdering	Compass (Quoting)
Item Detail Tab	Quote
Purchase Order Number	Location
Customer Number (Account Number)	Account Number
Contract	Contract
Bid (If Applicable)	Quote Name
	Bid (If Applicable)
Order Detail Tab	Line Items
Ship-to Address	
Delivery Appointment Contact	
Order Management Contact	
Order Attributes Tab	
If Applicable to Contract	
End User Data Capture Tab (Dealer Direct Orders Only) Listed Above	

Note: For assistance in ordering applications, reach out to CustomerSupport@allsteeloffice.com

ALLSTEEL PROGRAMS

Enhanced Services

Are enhanced services available under this contract? Yes or No

Marketing Programs Available under Contract:

- DSR Loyalty Program

ADDITIONAL INFORMATION

Contact Information

Allsteel Customer Support

Phone: 888-255-7833

Email for Support:

CustomerSupport@Allsteeloffice.com

Email for orders: ASIORDER@AllsteelOffice.com

Allsteel Sales Representative

Paul Frost

Phone: 818-903-1347

Email: FrostP@allsteeloffice.com