

Contract Summary

Contract Expiration

July 31, 2025

ELIGIBLE END-USERS

- » Customers must meet the MHEC criteria for membership within the six (6) state region such as non-profit public and private institutions of higher education, technical, charter and vocational schools, municipalities including elementary and secondary schools, preparatory schools, and educational non-profit organizations located within New England (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont).
- » For questions regarding End User eligibility please contact allsteelgovcontracts@allsteeloffice.com.

CONTRACT TERMS & CONDITIONS

Payment Terms 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 below:

FEE	TYPE	RATE
Install	Hourly	NTE \$125 per hour. Prevailing Wage: Current prevailing wage rate at time of order entry, plus 15%.
Reconfiguration	Hourly	NTE \$125 per hour. Prevailing Wage: Current prevailing wage rate at time of order entry, plus 15%.
Design	Hourly	NTE \$90 per hour
Project Management	Hourly	NTE \$125 per hour
Storage		NTE \$5 per sq. ft. per month

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

March 1, 2023 ***Effective 3/1/2024 pricing will be based on the Allsteel & Gunlocke February 1, 2024 price lists.**

Massachusetts Higher Education Consortium (MHEC) Discount Matrix
Allsteel Inc. Contract #MC12-C07 Furnishings & Accessories

Allsteel Price List: March 1, 2023 ***Effective 3/1/2024 pricing based on February 1, 2024 price list.**

Gunlocke Price List: March 1, 2023 ***Effective 3/1/2024 pricing based on February 1, 2024 price list.**

Products	Combined List Per Order	End User Discount
Stride Benching, Stride Systems, Terrace, Further, Concensys, Optimize, Pedestals, Overheads, Worksurfaces, Electrical & Accessories, Altitude Tables, Universal Screens, Daybook	\$1 - \$100,000	71.8%
	\$100,001-\$400,000	73.5%
	\$400,001+	NEG
Further Adaptive Supports	\$1 - \$100,000	69.3%
	\$100,001-\$400,000	71.0%
	\$400,001+	NEG
Stride Desking, A8, Approach, Involve, Cadence, Mural Desking	\$1 - \$100,000	71.8%
	\$100,001-\$400,000	72.9%
	\$400,001+	NEG
Radii Storage, Align Storage, Gallery Panels	\$1 - \$100,000	67.1%
	\$100,001-\$400,000	68.2%
	\$400,001+	NEG
Essential Storage & Essential Laterals	\$1 - \$100,000	64.7%
	\$100,001-\$400,000	65.9%
	\$400,001+	NEG
Lyric, Quip, Mimeo, Evo, Acuity, Seek, Inspire, Svelte, Relate, Trooper, Nimble, O6, Pli	\$1 - \$100,000	61.2%
	\$100,001-\$400,000	62.9%
	\$400,001+	NEG
Accessories (Wand & Link Lights, Ergo Tools), Align Wood	\$1 - \$100,000	61.2%
	\$100,001-\$400,000	62.9%
	\$400,001+	NEG
Admix, Aware, and Structure Tables	\$1 - \$100,000	64.7%
	\$100,001-\$400,000	65.3%
	\$400,001+	NEG
Social Collaborative Seating/Tables/Conferencing, Parallel, Retreat, Townhall Collection, Park, Two Thirds, Recharge, Clarity, CoHo	\$1 - \$100,000	51.0%
	\$100,001-\$400,000	54.0%
	\$400,001+	NEG
Gunlocke (All Product)	\$1 - \$100,000	55.6%
	\$100,001-\$400,000	55.9%
	\$400,001+	NEG

For Dealer & Sales Reference Only

SERVICING FEES

Dealer Servicing Fee	15%
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ORDER PLACEMENT

COMPASS CODES

- » B346 ASI MHEC MC12-C07 INVOICE ENDUSER
- » B347 ASI MHEC MC12-C07 INVOICE 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 contract number MHEC MC12-C07.
- » 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 have been approved by MHEC to receive purchase orders and payments; dealers 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 MHEC MC12-C07.
- » 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 must provide the following information:

- » End User Name and End User Address
- » Install Charges for Product
- » Design Charges for Product
- » Project Management Charges for Product
- » Reconfiguration Charges for Product
- » Storage Charges for Product

DEALER ADDITIONS/UPDATES

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

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
- » Dealer name, address, phone, email, and contact information

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

HELPFUL WEBSITE LINKS

Entity Name Goes Here

MHEC Website
<https://www.mhec.net/>

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