

## Contract Summary

Contract Expiration

April 30, 2025

### ELIGIBLE END-USERS

- » All State agencies, boards, commissions, departments, institutions, counties, municipalities, school districts and other local political subdivisions of the State of South Dakota.

### CONTRACT TERMS & CONDITIONS

**Payment Terms** Net 30 Days

#### DELIVERY

- » Orders include transportation and delivery charges fully prepaid by contractor to one destination within the State of South Dakota.

#### SERVICES

- » Quotes to the end user must reflect a separate line item for each of these services:

FEE	TYPE	RATE
Dock Delivery	NA	No Charge
Inside Delivery	Hourly	\$45/Hour
Install	Hourly	\$45/Hour
Reconfiguration	Hourly	\$45/Hour
Design	Hourly	\$55/Hour
Project Management	NA	No Charge

### 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](mailto:governmentsupport@hniworkplacefurnishings.com)

Approved specials will receive discounts consistent with the base model discounts already approved on contract.

## DISCOUNT MATRIX & PRODUCT LISTING

Allsteel/Gunlocke/HBF Price Lists	Allsteel/Gunlocke – March 1, 2023 HBF – January 29, 2023 <b>*Effective 5/1/2024 pricing will be based on the Allsteel/Gunlocke/HBF February 1, 2024 price lists.</b>
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# Allsteel, Gunlocke & HBF

## State of South Dakota Discount Matrix

Products	Combined List per Order*	End-User Discount
Stride Systems, Stride Desking, Stride Benching, Stride Storage, Gallery Panels, Altitude, A8, System Universals Electrical & Storage, Mural Desking, Daybook, Universal Screens	\$1 - \$350,000	73.3%
Concensys, Further, Approach, Involve, Terrace, Systems Worksurfaces, Optimize & Further Adaptive Supports	\$1 - \$350,000	72.6%
Social Collaborative Seating/Tables/Conferencing, Parallel, Townhall Collection, Park, CoHo, Recharge, Retreat, Clarity, Two Thirds	\$1 - \$350,000	53.4%
Ergonomic tools, task lights, hands free & Align Wood	\$1 - \$350,000	57.3%
Svelte, Inspire, Seek, Quip, Evo, Relate, Mimeo, Access, Lyric, O6, and Pli Seating	\$1 - \$350,000	59.8%
Acuity Seating	\$1 - \$350,000	60.3%
Admix, Aware, and Structure Tables	\$1 - \$350,000	62.2%
Scout Seating	\$1 - \$350,000	62.6%
Essentials / Persona Storage	\$1 - \$350,000	64.2%
Tolleson and Nimble Seating	\$1 - \$350,000	64.8%
Essentials Lateral / Vertical Files	\$1 - \$350,000	68.8%
Radii Storage, Align Credenzas, Align Lockers and Align Metal Storage	\$1 - \$350,000	72.6%
Gunlocke Casegoods, Seating & Tables	\$1 - \$350,000	58.5%
HBF	\$1 - \$350,000	45.0%

\*Any single order project greater than \$350,000 list is eligible for negotiable bid pricing.

## For Dealer & Sales Reference Only

### SERVICING FEES

Dealer Servicing Fee	14%
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### ORDER PLACEMENT

#### COMPASS CODES

- » B304 ASI SOUTH DAKOTA INVOICE ENDUSER
- » B305 ASI SOUTH DAKOTA 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 contract number 17501.
- » 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

**The State of South Dakota have approved select Authorized Dealers 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 17501.
- » 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 Business Name

## DEALER ADDITIONS/UPDATES

Dealers can be updated monthly with approval from Allsteel and the State of South Dakota.

**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](mailto:governmentsupport@hniworkplacefurnishings.com)

## HELPFUL WEBSITE LINKS

State of South Dakota website

<https://boa.sd.gov/central-services/procurement-management/procurement-management-furniture.aspx>

## CONTACT INFORMATION

Allsteel Customer Support

888-255-7833

[governmentsupport@hniworkplacefurnishings.com](mailto:governmentsupport@hniworkplacefurnishings.com)

Order Assistance: [ASIOOrder@allsteeloffice.com](mailto:ASIOOrder@allsteeloffice.com)

Compass Ordering Issues: [HNIPortalSupport@hnicorp.com](mailto:HNIPortalSupport@hnicorp.com)

Credit Assistance (Invoice copies, payment information): [credit@hniworkplacefurnishings.com](mailto:credit@hniworkplacefurnishings.com)

Contracts & Compliance details: [AllsteelGovContracts@allsteeloffice.com](mailto:AllsteelGovContracts@allsteeloffice.com)

Feel free to contact your local Allsteel Business Development Manager