

Contract Name: University of Alabama
Contract Number: T054514
Contract Term: March 1, 2017 – February 28, 2027

Note: Any questions should be directed to the Gunlocke Government Customer Support Team.

CONTRACT TERMS

Eligible End-Users

- Any contract resulting from this request will be made available to other eligible system members. This may include but is not limited to; The University System, comprised of The University of Alabama, Tuscaloosa, AL; The University of Alabama at Birmingham, Birmingham, AL, and The University of Alabama in Huntsville, Huntsville, AL; The UAB Health System, comprised of the University of Alabama Hospital, Kirklin Clinic, Callahan Eye Foundation, UAB Medical West, UAB Highlands, Baptist Health of Montgomery, VIVA; hereinafter referred to as the System.
- For questions regarding End User eligibility please contact our Gunlocke Government Customer Service Team.

Product Information

Available Product Categories

- Seating
- Desks
- Tables
- Bookcases/Storage
- Educational
- Healthcare
- Modular/Systems

Note: The categories listed above are based on the Contract/Proposal language. Please refer to the attached Discount Matrix for a list of available product series.

Excluded Products

Silea Open Office & Kensington are not available on contract.

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 Gunlocke Customer Support Team.
- Approved specials will receive discounts consistent with the base model discounts already approved on contract.

Pricing Information**Price List**

- May 13, 2022

Discounts

All products delivered and installed (Delivered, fully assembled and set in place ready for use, removal of debris)

- | | |
|---------------------|------------|
| • \$1 - \$100,000 | 48% |
| • \$100,000 & Above | Negotiated |

Contract Terms & Conditions**Payment**

- Net 30 Days

Delivery

- All orders must be delivered and installed within 45 days.
- All orders are FOB Destination, company paid freight to one destination.
- 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 is included in the discounts to the end user. Separate fees for installation, design, or reconfiguration are not allowed.

Bid Pricing

- Is this contract eligible for bid pricing? Yes or No

If yes, there is a \$25K list minimum requirement for bid requests. These are subject to approval and must be submitted through the Gunlocke.

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

GUNLOCKE TERMS

Servicing Fees

Dealer Servicing Fee: 23%

- Dealer Fees will be deducted from invoice.

Dealer Updates

Dealers must be approved by University of Alabama and Gunlocke

Dealers can be updated on a quarterly basis.

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:

- Dealer Information including name, address, contact, email, phone #
- Gunlocke Dealer Agreement Form
- Gunlocke General Information Form
- Dealer Flow-down Letter

GUNLOCKE Terms & Conditions

Freight/Delivery

All orders must be delivered and installed within 45 days.

All orders are FOB Destination, company paid freight to one destination.

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

Returns will not be accepted without written authorization or issuance of a valid return authorization by The Gunlocke Company. Agencies shall pay and bear responsibility for returns. Returned product will be subject to a restocking charge in addition to the cost of return freight.

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 Gunlocke number of the cardholder; no verbal orders are accepted at time of order.
- Credit card orders placed directly from the dealer to Gunlocke must adhere to Gunlocke's dealer credit card policy.

Remit-to Information

The Gunlocke Company LLC
13367 Collection Center Dr
Chicago, IL 60693-0133

EFT Information:
Bank of America
Routing Number: 111000012
Account Number 37562-76606

If additional information is needed, please contact Gunlockecredit@Gunlocke.com

Order Information and Placement**Compass Codes**

- A214 Invoice to Dealer

Orders are to be placed through Authorized Dealer

- The End User purchase order to the dealer must reference Gunlocke's contract number T054514
- The Dealer purchase order to Gunlocke must reference Gunlocke's contract number T054514.
- End user pricing must match Gunlocke's stated contract pricing. The dealer is not authorized to change discounting or net pricing to the customer without written authorization from The Gunlocke Company
- Orders MUST be sent to Gunlocke's Government Customer Service team by the following methods:
 - Email: GunlockeOE@Gunlocke.com
 - EDI or Electronic Ordering: Please contact Customer Service for full details

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)	
End User Name	
End User Address	
End User City	
End User State	
End User Zip Code	

Note: For assistance in eOrdering or Compass applications, reach out to GunlockeOE@Gunlocke.com

ADDITIONAL INFORMATION

Helpful Website Links

Gunlocke Credit Card Order Form

<https://www.gunlockeadvantage.com/GovernmentSales/Resources/GSACredCard/Pages/GSACredCard.aspx>

Contact Information

Gunlocke Customer Support

Gunlocke Government Customer Service
Phone: 800-828-6300

Email: GunlockeOE@Gunlocke.com