

## Contract Summary

Contract Expiration	May 31, 2025
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### ELIGIBLE END-USERS

- » Eligible users of this contract include Commonwealth agencies and COSTARS members. Eligible COSTARS members include Local Public Procurement Units and State Affiliated entities that are registered with DGS as COSTARS members.
  - A Local Public Procurement Unit includes: any political subdivision such as a municipality, school district or commission; any non-profit fire company, rescue company, or ambulance company; and any other entity that spends public funds for the procurement of supplies, services, and construction (such as council of governments or an area government, or an organization that receives public grant funds).
  - A State Affiliated entity includes: PA Turnpike Commission; PA Housing Finance Agency; PA Municipal Retirement System; PA Infrastructure Investment Authority; PA Higher Education Facilities Authority, and State System of Higher Education.
- » A complete list of local public procurement units and State affiliated entities that have registered with DGS and are authorized to use the contracts can be found at: <http://www.costars.state.pa.us/SearchCOMember.aspx>
  - If an entity is not registered as a COSTARS Member, and believes they would qualify, please direct thme to the link above to register to become an eligible user.
- » **Local Public Procurement Units and State Affiliated Entities that are not registered with COSTARS are not allowed to use these contracts; Commonwealth agencies do not have to register with COSTARS to utilize the contracts.**

### CONTRACT TERMS & CONDITIONS

<b>Payment Terms</b>	Net 30 Days
<b>DELIVERY</b>	
<ul style="list-style-type: none"> <li>» All orders must be delivered within 90 days unless otherwise agreed upon by customer.</li> <li>» All End User orders are FOB Destination, company paid freight to one destination.</li> <li>» 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.</li> </ul>	
<b>SERVICES</b>	
<ul style="list-style-type: none"> <li>» Systems and Matching Existing Systems Furniture contracts approved services:                             <ul style="list-style-type: none"> <li>○ Installation is included in the discounts offered to the End User and cannot be invoiced separately.</li> <li>○ Design services must be at no additional charge; however, design fees are allowed if for reconfiguration.</li> <li>○ Storage of furniture until new buildings or building renovations are completed. Storage charges shall not accrue until ninety (90) calendar days after receipt of a purchase order and the agency has indicated they still cannot accept delivery.</li> <li>○ Relocation and/or reconfiguration of Allsteel furniture.</li> </ul> </li> <li>» Dealers must quote and use union labor rates, and use union labor, for installation in areas/building that are union covered.</li> </ul>	

<b>FEE (Install; Design; Reconfiguration; Storage)</b>	<b>TYPE (Included in Discount; Hourly; Negotiated)</b>	<b>RATE</b>
Installation	Included in Discount	
Design - for furniture being moved from one area to another	Hourly	\$65.00
Reconfiguration - furniture being moved from one area to another	Hourly	\$85.00
Overtime/Holiday Rate for Reconfiguration/Relocation Services of Furniture Being Moved from One Area to Another	Hourly	\$127.50
Storage Rates - beyond 90 days		\$1.50 per square foot

<b>PRODUCT &amp; PRICING INFORMATION</b>
<b>DISCOUNTS/PRODUCTS</b>
See Matrix for discounts and available products.
<b>NON-CONTRACT ITEMS</b>
Items not approved on contract cannot be quoted or represented as a contract sale; non-contract items will not be accepted on an order.
<b>SPECIALS</b>
<p>Specials are not allowed on contract and will not be accepted on orders.</p> <ul style="list-style-type: none"> <li>Allsteel does not publish the cost for a special within our List Pricer therefore the State does not allow specials to be processed underneath the contract. Allsteel will not accept an order with a special included as a line item.</li> </ul>

<b>DISCOUNT MATRIX &amp; PRODUCT LISTING</b>	
<b>Allsteel and Gunlocke Price Lists</b>	Current at time of order entry

Product Category	Allsteel Products	Client Discount from List
<b>Systems/Metal Casegoods</b>	<b>Allsteel Desking &amp; Benching, Casegoods &amp; Storage, Frame &amp; Tile Panel Systems, Monolithic Panel Systems, Mural Desking</b>	<b>66.5%</b>
	AAC01, AAS01, AAS02, ACN01, ACR01, ACR02, ACR03, ACR04, AEA01, AHD01, AHD03, AHJ01, AHJ03, AIR01, AIR02, AIR03, ALF04, ALF07, AMU01, AMU02, APE01, APE06, APE10, APE11, AST03, AST05, AST06, AST08, AST12, AT601, AT603, ATC01, ATC02, ATD02, ATD03, ATD04, ATD05, ATE01, ATK01, ATK02, AWK01, AWK03, PPT01, SAM01, SAM02, ZZB01, ZZB02, ZZB03, ZZB04, ZZB05, ZZD01, ZZD02, ZZD04, ZZS01, ZZS02, ZZS04, USC01	
<b>Systems/Wood Casegoods</b>	<b>Align Desking, Gunlocke Veneer Casegoods (Silea, Credentials, Briefing)</b>	<b>56.0%</b>
	AAD01, AAS03, ZZD03, ZZD05, ZZS03, GCRDNTLS, GMLAM, GSILEALAM, GSILEAWD, GTBRIEF, GTOBRIEF	

## For Dealer & Sales Reference Only

SERVICING FEES	
Dealer Servicing Fee	23%

ORDER PLACEMENT
<b>COMPASS CODES</b>
» B444 ASI PA SYSTEMS MATCHING EXISTING INV ENDUSER
<b>AGENCY ORDERS PLACED DIRECTLY WITH ALLSTEEL</b>
<p><b>Orders issued direct to Allsteel must adhere to the following rules:</b></p> <ul style="list-style-type: none"> <li>» Orders MUST be made out to Allsteel LLC c/o Servicing Dealer.</li> <li>» 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.</li> <li>» Orders MUST include the contract number 4400025810.</li> <li>» Orders MUST be sent to Allsteel’s Government Customer Service team by the following methods:                             <ul style="list-style-type: none"> <li>▪ EDI or Electronic Ordering: Please contact Customer Service for full details.</li> </ul> </li> </ul>

DEALER ADDITIONS/UPDATES
<p>Dealers can be updated on a quarterly basis with approval from Allsteel and the State of Pennsylvania. Due dates for Sales to send complete submittals are January 1, April 1, July 1, and October 1.</p> <p><b>Required Documentation to add a Dealer are as follows:</b></p> <ul style="list-style-type: none"> <li>» Allsteel Dealer Agreement Form</li> <li>» Allsteel General Information Form</li> <li>» Dealer Flow-down Letter</li> </ul> <p>For further details regarding new dealer setups, please contact HNI Government Support at <a href="mailto:governmentsupport@hniworkplacefurnishings.com">governmentsupport@hniworkplacefurnishings.com</a></p>

HELPFUL WEBSITE LINKS	
PA eMarketplace Website	<a href="http://www.emarketplace.state.pa.us/">http://www.emarketplace.state.pa.us/</a>
COSTARS Website	<a href="http://www.costars.state.pa.us/SearchCOMember.aspx">http://www.costars.state.pa.us/SearchCOMember.aspx</a>

## 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