

Contract Summary

Contract Expiration

November 30, 2028

ELIGIBLE END-USERS

- » State of Georgia offices, agencies, departments, boards, bureaus, commissions, institutions, colleges, and universities; it is also available on a convenience basis to other Governmental entities such as state authorities, local government, municipalities, cities, townships, counties, and other political subdivisions of the State of Georgia.

CONTRACT TERMS & CONDITIONS

Payment Terms Net 30 Days

DELIVERY

- » **Dock Delivery** – Orders shipped directly to authorized user. Items delivered shall be unloaded by dealer and/or ordering agency. If there is no loading dock, items shall be unloaded by the servicing dealer and placed in a space immediately adjacent to the carrier's vehicle at the delivery location.
- » **Inside (Non-Installed) Delivery** – Items shall be unloaded and delivered, in the shipping carton, to the ordering agency by the delivering carrier and placed inside the door on the first or ground level floor of the building.
- » **Delivered and Installed** – On installed orders (open, set in place, ready for use) the servicing dealer (contractor), acting as the contractor's agent, shall be responsible for receipt, inspection, and assembly of items delivered in the area designated by the ordering agency, as well as prompt removal and disposal of all debris which is a result of the delivery. The ordering agency shall be responsible for the immediate removal of any existing furniture from the area in which the contract items are to be installed.

SERVICES

- » All services are included in the discounts and cannot be quoted separately.

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 Price List

February 1, 2024

Products	Dock Delivery	Inside Delivery	Delivered & Installed
Stride Systems, Terrace, Optimize, Further, Involve Casegoods, Approach, Stride Desking, Stride Benching, Pedestals, Overheads, Worksurfaces, Electrical & Accessories, Altitude Tables, Gallery Panels, Metal & Acrylic Table Screens, Universal Panel Stackers, Universal Screens, Fit Panels, Mural Desking, Daybook	70.2%	68.4%	65.5%
Lateral Files, Vertical Files, Storage (Towers, Bookcases, & Cabinets), Align Laterals, Align Storage, Align Credenzas, Stride Storage, Involve Storage, Radii Storage, Further Adaptive Supports	61.6%	59.3%	55.4%
Aware and Structure Tables	61.6%	59.3%	55.4%
Relate, Acuity, Access, #19, Inspire, Seek, Scout, Mimeo, Lyric, Quip, Evo, Svelte, Nimble	59.2%	56.7%	52.6%
Social Collaborative Seating/Collaborative Tables, Townhall Collection (Rock Wedge, Peak, Summit, Picnic, Cloud), Two-Thirds, Co Ho, Clarity, Parallel, Vicinity, Retreat, O6, Pli, Jetty:Mod, Park, Rise, Ergonomic Accessories,	53.2%	50.4%	45.7%
Gunlocke Product Lines	57.8%	55.3%	51.0%
Architectural Products * Aspect & Beyond	54.0%	54.0%	Negotiated

***Authorized Architectural Product dealers only.** Please contact archproducts@allsteeloffice.com for additional information. Architectural Product pricing does not include freight. Freight will be listed as separate line item on the quote, purchase order, and invoice, unless otherwise agreed to in writing, and each charge is contingent upon final destination of product. All applicable taxes and freight charges will be added to Allsteel's invoice, and customer agrees to pay the same.

For Dealer & Sales Reference Only

SERVICING FEES

<u>Delivery</u>	<u>Servicing Fee</u>
» Dockside	13%
» Inside	18%
» Delivered	25%
» APG	18%

ORDER PLACEMENT

COMPASS CODES

- » B753 Dock Delivery Invoice End User
- » B754 Inside Delivery Invoice End User
- » B755 Deliver & Install Invoice End User
- » B756 APG Invoice End User

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 99999-001-SPD0000198-0017.
- » 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.

DEALER ADDITIONS/UPDATES

Dealers can be updated on a quarterly basis with approval from Allsteel and the State of Georgia.

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
- » State of Georgia Information Form
- » Dealer Flow-down Letter

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

CONTACT INFORMATION

Allsteel Customer Support

888-255-7833

governmentsupport@hniworkplacefurnishings.com

Order Assistance: ASOrder@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