

## Contract Summary

|                            |                  |
|----------------------------|------------------|
| <b>Contract Expiration</b> | January 21, 2028 |
|----------------------------|------------------|

### ELIGIBLE END-USERS

- » All state agencies, institutions of higher institution, political subdivisions and other entities authorized to use statewide contracts in the State of Alaska.

### CONTRACT TERMS & CONDITIONS

|                      |             |
|----------------------|-------------|
| <b>Payment Terms</b> | Net 30 Days |
|----------------------|-------------|

#### DELIVERY

- » All orders are FOB Acceptance.
- » All orders must be delivered within 60 days.
- » Allsteel will ship all products FOB destination, company paid freight, to the closest appropriate coast shipping port for Alaska. Freight costs for shipments from shipping port to Alaska will be paid by the end user. All freight costs for shipping must be included in the end user's quote as a separate line item. Under no circumstance will the dealer increase their profit margin through shipping charges to Alaska. The eligible end user pays actual shipping/freight cost only and requires an invoice from the carrier for this cost to be submitted.

#### SERVICES

- » Design, Installation, Layout, and Reconfiguration Services: Contractor shall offer, through its authorized dealers, design, installation, layout, and reconfiguration services to Purchasing Entities. Hourly rates listed below are set for standard business hours (8:00am – 5:00pm), Monday-Friday, dock door access and site free and clear for installation. Additional charges may apply for after hour, weekend, or holiday deliveries.

|                                 |
|---------------------------------|
| Design Services – \$85.00/Hr.   |
| Project Manager – \$80.00/Hr.   |
| Installation Lead – \$80.00/Hr. |
| Laborer – \$75.00/Hr.           |

### 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 Price List      February 1, 2024

| Product Line  | Discount                      |                                  |                              |
|---|-------------------------------|----------------------------------|------------------------------|
| Gather, Parallel, Clarity, CoHo, Jetty-Mod, Park, Recharge, Retreat, Townhall Collection, Vicinity (Rock, Wedge, Peak, Summit, Picnic, Cloud), Two Thirds, Vicinity, Gather, Park, Recharge, Townhall Collection (Peak, Picnic), Belong, Rise | 54.40%                        |                                  |                              |
| Ergo Accessories, LED Lights, Hands-Free Pulls, Hand Sanitizer Solutions  | 58.20%                        |                                  |                              |
| Relate, Seek, Inspire, Access, Mimeo, Lyric, Quip, Evo, Svelte, O6, Pli   | 60.70%                        |                                  |                              |
| Acuity  | 61.20%                        |                                  |                              |
| Aware, Structure  | 63.00%                        |                                  |                              |
| Essentials Storage Towers, Overfiles, Bookcases   | 65.00%                        |                                  |                              |
| Nimble  | 65.50%                        |                                  |                              |
| Essentials Laterals   | 69.50%                        |                                  |                              |
| Align Metal Storage, Raddii   | 73.10%                        |                                  |                              |
| Cadence, Involve, Approach, Essentials Pedestals, Further, Altitude Height Adjustable, Concensys, Optimize, Terrace, Metal/Acrylic Screens, Mural, Daybook, Universal Screens   | 73.20%                        |                                  |                              |
| Further Adaptive Supports   | 70.70%                        |                                  |                              |
| Stride, Gallery Panels, FIT   | 73.90%                        |                                  |                              |
| Gunlocke  | <b>Tier 1</b><br>\$0 to \$50k | <b>Tier 2</b><br>\$50k to \$150k | <b>Tier 3</b><br>Over \$150k |
|   | 56.30%                        | 57.90%                           | 59.40%                       |
| HBF   | <b>Tier 1</b><br>\$0 to \$50k | <b>Tier 2</b><br>\$50k to \$150k | <b>Tier 3</b><br>Over \$150k |
|   | 45.20%                        | 46.20%                           | 47.70%                       |

## For Dealer & Sales Reference Only

| SERVICING FEES       |                                     |
|----------------------|-------------------------------------|
| Dealer Servicing Fee | 14% for Allsteel, Gunlocke, and HBF |

### ORDER PLACEMENT

#### COMPASS CODES

- » B613 NASPO Alaska PA Invoice to End-User
- » B614 NASPO Alaska PA Invoice to 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 N-2023-FURN-0001.
- » 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

**Select Authorized Dealers have been approved by the State of Alaska 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 N-2023-FURN-0001.
- » 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
- » End User Address – Address, City, State, Zip
- » End User Purchase Order Number
- » All Services that are charged (Install, Design, etc)

## DEALER ADDITIONS/UPDATES

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

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
- » NASPO Webpage Dealer 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

[NASPO Website](#)

[Portfolio Details - NASPO ValuePoint](#)

## 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