

Contract Summary

Contract Expiration	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 Louisiana.

CONTRACT TERMS & CONDITIONS

Payment Terms Net 30 Days

DELIVERY

- » All deliveries will be F.O.B. destination, freight pre-paid and allowed, with all transportation and handling charges paid by the Contractor.

SERVICES

- » Installation services will be a not-to-exceed rate of 25% of the net product price for the order, with a minimum charge of \$175.00.
- » Reconfiguration services will be a not-to-exceed rate of \$87.50 per hour, two (2) man-hour minimum.
- » Design and Layout will be a not-to-exceed rate of \$90.00 per hour.

Note: Charges for non-standard delivery services will be a line item on the quote and purchase order.

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

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	54.60%		
Ergo Accessories, LED Lights, Hands-Free Pulls, Hand Sanitizer Solutions	58.40%		
Relate, Seek, Inspire, Access, Mimeo, Lyric, Quip, Evo, Svelte, O6, Pli	60.90%		
Acuity	61.40%		
Aware, Structure	63.20%		
Essentials Storage Towers, Overfiles, Bookcases	65.20%		
Nimble	65.70%		
Essentials Laterals	69.70%		
Align Metal Storage, Raddi	73.20%		
Cadence, Involve, Approach, Essentials Pedestals, Further, Altitude Height Adjustable, Concensys, Optimize, Terrace, Metal/Acrylic Screens, Mural, Daybook, Universal Screens	73.30%		
Further Adaptive Supports	70.80%		
Stride, Gallery Panels, FIT	74.00%		
Gunlocke	Tier 1 \$0 to \$50k	Tier 2 \$50k to \$150k	Tier 3 Over \$150k
	56.60%	58.10%	59.60%
HBF	Tier 1 \$0 to \$50k	Tier 2 \$50k to \$150k	Tier 3 Over \$150k
	45.50%	46.50%	48.00%

For Dealer & Sales Reference Only

SERVICING FEES

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

ORDER PLACEMENT

COMPASS CODES

- » B789 NASPO Louisiana PA Invoice to End-User
- » B790 NASPO Louisiana 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 4400026017.
- » 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 Louisiana 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 4400026017.
- » 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 Louisiana.

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

HELPFUL WEBSITE LINKS

[NASPO Website](#)

[Portfolio Details - NASPO ValuePoint](#)

CONTACT INFORMATION

Allsteel Customer Support

888-255-7833

governmentsupport@hniworkplacefurnishings.com

Order Assistance: ASIOOrder@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