

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 Oregon.

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

- » All services will be negotiated on a project-by-project basis.

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	54.2%		
Concensys, Optimize, Terrace, Further, Metal/Acrylic Screens, Mural, Daybook, Universal Screens	73.1%		
Further Adaptive Supports	70.6%		
Stride, Gallery Panels, FIT	73.8%		
Gunlocke Seating (only)	Tier 1 \$0 to \$50k	Tier 2 \$50k to \$150k	Tier 3 Over \$150k
	56.1%	57.7%	59.2%
HBF Seating (only)	Tier 1 \$0 to \$50k	Tier 2 \$50k to \$150k	Tier 3 Over \$150k
	44.9%	45.9%	47.4%
Aspect & Beyond Architectural Products	Tier 1 \$0 to \$50k	Tier 2 \$50k to \$150k	Tier 3 Over \$150k
	55.40%	56.60%	58.60%

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

For Dealer & Sales Reference Only

SERVICING FEES

Dealer Servicing Fee

14% for Allsteel, Gunlocke, and HBF
20% for Architectural Products

ORDER PLACEMENT

COMPASS CODES

- » B544 NASPO Oregon PA Invoice to End-User
- » B545 NASPO Oregon PA Invoice to Dealer
- » B546 NASPO OR APG 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 PO-10700-00013607.
- » 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 Oregon 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 PO-10700-00013607.
- » 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 Oregon.

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

NOTE: Verification of Purchasing Entities that are ORCPP members. Dealer shall verify that it provides Goods and Services under this Addendum only to Purchasing Entities that are ORCPP members or that are State Agencies with appropriate authority or written authorization. Dealer may verify that a particular entity is an ORCPP member on-line at <http://www.oregon.gov/das/Procurement/Pages/Orcppmember.aspx> or by using the Oregon Procurement Information Network (ORPIN) at <http://orpin.oregon.gov/open.dll/welcome>.

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