

## 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 South Dakota.

### 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](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	55.10%		
Ergo Accessories, LED Lights, Hands-Free Pulls, Hand Sanitizer Solutions	58.80%		
Relate, Seek, Inspire, Access, Mimeo, Lyric, Quip, Evo, Svelte, O6, Pli	61.30%		
Acuity	61.80%		
Aware, Structure	63.60%		
Essentials Storage Towers, Overfiles, Bookcases	65.50%		
Nimble	66.00%		
Essentials Laterals	70.00%		
Align Metal Storage, Radii	73.50%		
Cadence, Involve, Approach, Essentials Pedestals, Further, Altitude Height Adjustable, Concensys, Optimize, Terrace, Metal/Acrylic Screens, Mural, Daybook, Universal Screens	73.60%		
Further Adaptive Supports	71.10%		
Stride, Gallery Panels, FIT	74.30%		
Gunlocke	<b>Tier 1</b> \$0 to \$50k	<b>Tier 2</b> \$50k to \$150k	<b>Tier 3</b> Over \$150k
	57.00%	58.50%	60.00%
HBF	<b>Tier 1</b> \$0 to \$50k	<b>Tier 2</b> \$50k to \$150k	<b>Tier 3</b> Over \$150k
	46.00%	47.00%	48.50%
Aspect & Beyond Architectural Products	<b>Tier 1</b> \$0 to \$50k	<b>Tier 2</b> \$50k to \$150k	<b>Tier 3</b> Over \$150k
	56.30%	57.50%	59.40%

**\*Authorized Architectural Product dealers only.** Please contact [archproducts@allsteeloffice.com](mailto: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

- » B537 NASPO South Dakota PA Invoice to End-User
- » B538 NASPO South Dakota PA Invoice to Dealer
- » B539 NASPO SD 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 17723.
- » 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 South Dakota 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 17723.
- » 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 South Dakota.

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