

## 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 Utah.

### CONTRACT TERMS & CONDITIONS

Payment Terms    Net 30 Days

#### DELIVERY

- **Standard Delivery:** Product is brought to the tailgate or end of truck and Purchasing Entity is responsible to unload.
- **Dock Delivery:** Product will be delivered and unloaded by a common carrier to a dock.
- **Inside Delivery:** Products will be delivered by the Authorized Dealer to the receiving address as designated on a purchase order. Products will be unloaded and unboxed by the Authorized Dealer with no installation required by the Authorized Dealer. Inside delivery must reflect a separate line item on the invoice.
  - Inside delivery charges will be \$55 per hour.
- **Installation:** Products will be delivered, unloaded, uncrated, and install by the Authorized Dealer according to the plan and to a move in redy condition. Installation must reflect a separate line item on the invoice.
  - Installation charges will be \$55 per hour.
- **Exception:** Contractor shall provide, through their Authorized Dealer network or approved freight carrier(s) liftgate services and other non-standard delivery services which are outside of Contractor's standard freight costs, such as palletization, storage, special permits, etc.; should Contractor be able to accommodate the request, these services will be negotiated on a project-by-project basis and approved by the purchasing entity. Charges for non-standard delivery services will be included as a line item in the quote provided by the Authorized Dealer.

#### SERVICES

- Quotes to the end user must reflect a separate line item for each service.
- Services shall be quoted following the guidelines below:

**Service Type**

- Design, including Reconfiguration and Layout Services \$65 per hour
- Field Management \$75 per hour
- Project Management \$65 per hour

### PRODUCT & PRICING INFORMATION

#### 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 | 54.90%                        |                                  |                              |
| Ergo Accessories, LED Lights, Hands-Free Pulls, Hand Sanitizer Solutions  | 58.60%                        |                                  |                              |
| Relate, Seek, Inspire, Access, Mimeo, Lyric, Quip, Evo, Svelte, O6, Pli   | 61.10%                        |                                  |                              |
| Acuity  | 61.60%                        |                                  |                              |
| Aware, Structure  | 63.40%                        |                                  |                              |
| Essentials Storage Towers, Overfiles, Bookcases   | 65.30%                        |                                  |                              |
| Nimble  | 65.80%                        |                                  |                              |
| Essentials Laterals   | 69.80%                        |                                  |                              |
| Align Metal Storage, Radii  | 73.40%                        |                                  |                              |
| Cadence, Involve, Approach, Essentials Pedestals, Further, Altitude Height Adjustable, Concensys, Optimize, Terrace, Metal/Acrylic Screens, Mural, Daybook, Universal Screens   | 73.50%                        |                                  |                              |
| Further Adaptive Supports   | 71.00%                        |                                  |                              |
| Stride, Gallery Panels, FIT   | 74.20%                        |                                  |                              |
| Gunlocke  | <b>Tier 1</b><br>\$0 to \$50k | <b>Tier 2</b><br>\$50k to \$150k | <b>Tier 3</b><br>Over \$150k |
|   | 56.80%                        | 58.30%                           | 59.80%                       |
| HBF   | <b>Tier 1</b><br>\$0 to \$50k | <b>Tier 2</b><br>\$50k to \$150k | <b>Tier 3</b><br>Over \$150k |
|   | 45.70%                        | 46.70%                           | 48.20%                       |
| Aspect & Beyond Architectural Products  | <b>Tier 1</b><br>\$0 to \$50k | <b>Tier 2</b><br>\$50k to \$150k | <b>Tier 3</b><br>Over \$150k |
|   | 56.10%                        | 57.30%                           | 59.20%                       |

**\*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<br>20% for Architectural Products |

| ORDER PLACEMENT  |
|--|
| <b>COMPASS CODES</b>   |
| <ul style="list-style-type: none"> <li>» B533 NASPO Utah PA Invoice to End-User</li> <li>» B534 NASPO Utah PA Invoice to Dealer</li> <li>» B536 NASPO UT APG Invoice to Dealer</li> </ul>  |
| <b>AGENCY ORDERS PLACED DIRECTLY WITH ALLSTEEL</b>   |
| <p><b>Orders issued direct to Allsteel must adhere to the following rules:</b></p> <ul style="list-style-type: none"> <li>» Orders MUST be made out to Allsteel LLC c/o Servicing Dealer.</li> <li>» 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.</li> <li>» Orders MUST include the contract number MA3963-PA.</li> <li>» Orders MUST be sent to Allsteel’s Government Customer Service team by the following methods:                             <ul style="list-style-type: none"> <li>▪ EDI or Electronic Ordering: Please contact Customer Service for full details.</li> </ul> </li> </ul> |
| <b>ORDERS ARE PLACED THROUGH THE AUTHORIZED DEALER</b>   |
| <p><b>Select Authorized Dealers have been approved by the State of Utah to receive purchase orders and payments; dealers must adhere to the following rules:</b></p> <ul style="list-style-type: none"> <li>» Both the End User purchase order to the dealer and the dealers order to Allsteel, must reference Allsteel’s contract number MA3963-PA.</li> <li>» The dealer <b>must</b> provide a copy of the End User’s purchase order to Allsteel.</li> <li>» 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.</li> </ul>   |
| <p><b>Dealer <u>must</u> provide the following information:</b></p> <ul style="list-style-type: none"> <li>» End User Business Name</li> <li>» End User Address – Address, City, State, Zip</li> <li>» End User Purchase Order Number</li> <li>» All Services that are charged (Install, Design, etc)</li> </ul>   |

## DEALER ADDITIONS/UPDATES

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