

Contract Name: G2004 Furniture: Office, Lounge, and Systems-Statewide
Contract Number: 81608
Contract Expiration: October 31, 2024

CONTRACT TERMS

Eligible End-Users

- This contract is available to State and Local government agencies, which include municipalities, political sub-divisions, counties, school districts, volunteer fire departments, first aid squads and rescue squads, independent institutions of higher state and county colleges and quasi-state agencies.
 - Quasi-state agencies include any agency, commission, board, authority, or other such governmental entity which is established and is allocated to a state department or any bi-state governmental entity of which the State of New Jersey is a member.
- For questions regarding End User eligibility please contact our Allsteel Customer Solutions Team at 888-255-7833 or customersupport@allsteeloffice.com

Product Information

Available Product Categories

- Systems
- Casegoods
- Tables
- Files/Storage
- Seating

Note: Please refer to the Pricing Information section for discounts and the current price list date in effect. We highly recommend using Compass as it will reflect applicable contract discounts for all products that are approved on contract.

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 not allowed on contract and will not be accepted on orders.

Payment

- Net 30 Days

Delivery

- All orders must be delivered within 60 days.
- All End User orders are FOB Destination, company paid freight to one destination.
- Charges for delivery/freight are not approved under this contract and will not be accepted on an order. Orders that incorporate a line-item charge that has “delivery” referenced will be returned to the dealer; the dealer will be required to correspond directly with the end user to remove these fees from the order.

Services

- Installation charges are included in the discounts and should not be charged separately.

Bid Pricing

Is this contract eligible for bid pricing? Yes or No

Pricing & Discount Information

Price List: Effective 4/2/24 pricing based on February 2024 price lists.

Discounts:

Tiered discounting based on order size at list and type of delivery.

Platform Delivery – shall consist of delivery to the loading dock or receiving area of a building.

Spotted Delivery – shall include supply, FOB destination delivery and uncrating. At the request of the Using Agency, it shall also include putting in place, assembly, installation, making ready for use, and removal of debris.

Furniture, System, Open Plan/Landscape:

Products	Tiers	Platform Delivery	Spotted Delivery
Concensys, Align Systems (Metal Only), Terrace DNA, Stride Systems, Stride Desking, Stride Benching, Altitude Tables, Optimize, Further, Approach, Gallery Panels, A8 (tables only), Universal Screens, Daybook	\$1 - \$100,000	68.9%	60.7%
	\$100,001 - \$400,000	71.0%	62.8%
	\$400,001 & Above (Neg)	71.0%	62.8%

Casegoods, Tables, Files, Storage, Seating:

Products	Tiers	Platform Delivery	Spotted Delivery
Lateral Files/Vertical Files/Storage Towers/Bookcases/Seating; Merge, Aware & Structure Tables; Wood Casegoods/Involve Casegoods & Storage; Nimble, Inspire, Acuity, Evo, Seek, Trooper, Relate, Tolleson, Access, Mimeo, Lyric, Quip, Svelte, Radd Storage, Align Storage, select Gunlocke Briefing Tables (GTBRIEF and GTOBRIEF), select Gunlocke Silea (GSILEALAM, GACCC, GSILEAWD)	\$1 - \$100,000	60.5%	49.9%
	\$100,001 - \$400,000	63.0%	52.4%
	\$400,001 & Above (Neg)	63.0%	52.4%

****ALLSTEEL WAS REQUIRED TO PROVIDE THE SAME GSA PRODUCTS AS EXISTS ON OUR GSA SCHEDULE, WITH THE EXCEPTION OF GATHER AND ERGONOMIC ACCESSORIES. THEY ARE NOT AVAILABLE ON CONTRACT. CANNOT DISCOUNT AT OWN DISCOUNT CATEGORY. NO OPEN MARKET ITEMS ARE AVAILABLE.**

**PAGES ABOVE CAN BE SHARED WITH END-USERS
ALL PAGES BELOW ARE FOR DEALER AND SALES REFERENCE ONLY**

ALLSTEEL TERMS

Servicing Fees

Delivery Type	Servicing Fee %
Dockside (Platform)	15%
Delivered and Installed (Spotted)	34%

Dealer Updates

Dealers can be updated quarterly with approval from Allsteel.

Required Documentation to add a Dealer are as follows:

- Allsteel Socio Economic Form
- Allsteel Special Representative Agreement Form
- Copy of New Jersey Business Registration Certificate
- Copy of New Jersey Public Works Certificate
- Copy of New Jersey Electrical Contractor’s License
- Small Business Certification (if applicable)
- New Jersey Executive Order (EO291) Dealer Flow-down Letter

For further details regarding new dealer setups, contact AllsteelGovContracts@Allsteeloffice.com.

Terms & Conditions

Freight/Delivery

All orders must be delivered and installed within 60 days after receipt of an order.

All deliveries and installation work shall be performed during regular working hours, 8:00a.m. to 4:30p.m., Monday through Friday. Changes may be granted with written approval of the State Contract Manager. Any work required to be performed after regular working hours or on Saturdays, Sundays, or legal holidays, as may be reasonably required consistent with contractual obligations, shall be performed without additional expense to the State. The contractor shall obtain approval from the State Contract Manager for performance of work after regular working hours or non-regular workdays at least twenty-four (24) hours prior to the commencement of overtime unless such overtime work is caused by an emergency. Payment for overtime will be made only in the event the overtime is approved by the State Contract Manager.

Dealers must be able to provide both platform and spotted deliveries. A platform delivery shall consist of delivery to the loading dock or receiving area of a building. A spotted delivery shall include supply, FOB destination delivery and uncrating. At the request of the Using Agency, it shall also include putting in place, assembly, installation, making ready for use, and removal of debris. System Open Plan/Landscape furniture requires spotted delivery only.

Any dealer performing electrical work on the Systems furniture portion of this contract must have a valid electrical contractor license, business registration, and public works certification.

Installation workmanship shall be guaranteed for four years from date of final acceptance. Any repairs resulting from installation defects shall promptly be adjusted. The State shall give notice to the contractor of observed defects. If the contractor fails to undertake the adjustments, repairs, corrections, or other work made necessary by such defects, the State may do so and charge the dealer the cost thereby incurred.

Charges for delivery are not approved under this contract and will not be accepted on an order. Orders that incorporate a line-item charge that has "delivery" referenced will be returned to the dealer; the dealer will be required to correspond directly with the End User to remove these fees from the order.

Dealer Services

Design:

Design and layout services are included at no cost when quoting a proposal for new furniture. An hourly rate of \$65.00 can be charged when using design services for reconfiguration of existing furniture.

Installation:

For new furniture purchases installation and services, including the delivery of furniture (whether prevailing wage or not), are included in the discount structure submitted by Allsteel. It is incumbent upon the servicing dealer to pay prevailing wage when necessary. Any questions regarding prevailing wage should be directed to the Department of Labor, Division of Hour and Wage.

Reconfiguration:

The following prevailing wage price lines are for the reconfiguration, dismantling, re-installation, re-assembling and relocating of existing furniture only:

Up-Charge to be added to the Prevailing Wage for - Carpenter – 15%

To be used when dismantling, re-installing, reconfiguring, and re-assembling existing furniture – NOT TO BE USED WHEN PURCHASING NEW FURNITURE.

Up-Charge to be added to the Prevailing Wage for - Building Laborer – 15%

To be used for time spent moving furniture (pre-assembled and site assembled) from point of delivery to its final destination – NOT TO BE USED WHEN PURCHASING NEW FURNITURE.

Up-Charge to be added to the Prevailing Wage for - Truck Driver – 15%

To be used when relocating existing furniture from one building to another - NOT TO BE USED WHEN PURCHASING NEW FURNITURE.

Up-Charge to be added to the Prevailing Wage for - Electrician – 15%

To be Used when completing of hook-up to a power source on prewired panels – FOR EXISTING SYSTEMS FURNITURE ONLY.

Administrative Cost for Pulling Permits – 4% not to exceed \$150.00

A reimbursement fee for processing and obtaining required permits for each project. This fee will be 4% of the project cost, not to exceed 4%.

Inventory Taking Service - \$65.00 per hour

Design Services - \$65.00 per hour – an hourly rate for design services for the reconfiguration of existing furniture and to be used when the layout does not include physically marking the area. *Design and layout services must be included at no cost when quoting a proposal for new furniture.*

Up-Charge is defined as: the percentage the contract will charge the State over the current prevailing wage as listed on the DLWD’s website including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction, and any other costs. No additional fees or costs shall be paid by the State unless there is a change in the scope of work.

The delivery of exclusively pre-assembled furniture is not subject to prevailing wage. However, when the delivery of pre-assembled furniture is performed under a broader contract which includes the assembly or installation of furniture, the time spent moving any furniture (pre-assembled and site-assembled) from point of delivery to its final destination would be subject to the payment of the prevailing wage under the Building Laborer – Class B rate. Also, the driver of the vehicle delivering the furniture which is to be installed or assembled would be subject to the Truck Driver – Material Delivery rate. The Truck Driver-Material Delivery Driver rate applies only to delivery of material to the public works jobsite. If the driver unloads the truck to a platform or spotted inside delivery that driver would now receive the Building Laborer –Class B rate. If that same person assembles the furniture, they would receive the Carpenter’s Rate.

Installation is defined as fastening, connecting, or in any fashion establishing a fixed position for the furniture. Assembly is defined as the fitting together of the parts of the furniture to construct the main body of the furniture. IT does not include the attachment of such peripherals as casters or drawer pulls.

Assembly and/or installation of furniture would require payment at the applicable Carpenter Rate.

Furniture types that **would meet the prevailing wage** criteria are: systems furniture, knock down (KD) or ready to assemble (RTA).

Furniture types that **would not meet the prevailing wage** criteria are cabinet goods, seating, tables (with fixed or attached folding legs) and file cabinets that would simply be put in place for the contracting agency.

Determining the Correct Prevailing Wage:

It will be the responsibility of the using agency to verify that the hourly rate charged by the contractor is correct rate (i.e., Straight time, overtime, holiday, etc). The using agency will have to use the following website to determine if the proper prevailing wage is being charged: That website is for the Department of Labor and Workforce Development (Wage Rates):

http://lwd.dol.state.nj.us/labor/wagehour/wagerate/prevailing_wage_determinations.html

Once at this website your will have to pick the county in which the work is being performed.

Cancellation Policy

Cancellation of an order prior to production may be at no charge. After production, cost incurred may be applicable

Returns/Restocking

Returns will not be accepted without written authorization or issuance of a valid return authorization by Allsteel. Agencies shall pay and bear responsibility for returns. Returned product will be subject to a 25% restocking charge in addition to the cost of return freight.

Credit Cards

Credit card orders for End Users shall follow the guidelines listed below:

- Credit cards are accepted from the End User with no additional discount/fee.
- Orders using a credit card shall include the name, signature, and phone number of the cardholder; no verbal orders are accepted at time of order.

Payment (Remit to) Information

Allsteel, Inc.
13358 Collections Center Dr.
Chicago, IL 60693-0133

Electronic payments should be directed with the following bank information:
Depository Financial Institution: Bank of America
Routing Number: 111000012
Account Number: 0037562-76554
Account Name: Allsteel, Inc.

If additional information is needed, please contact credit asicredit@allsteeloffice.com

Order Placement

Compass Codes

- 9422 ASI ST OF NJ PLATFORM DELIVERY INVOICE TO ENDUSER
- 9424 ASI ST OF NJ SPOTTED DELIVERY INVOICE TO ENDUSER

Orders placed directly with Allsteel

- Orders MUST be issued direct to Allsteel. The following rules must be adhered to:
 - Orders MUST be made out to Allsteel 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 – “State of New Jersey Contract #81608”.
 - Orders MUST be sent to Allsteel’s Government Order Entry by the following methods:
 - Email: asigovtsif@allsteeloffice.com
 - EDI: Please contact Customer Service for full details.

	eOrdering	Compass (Quoting)
<i>Required Information</i>	Item Detail Tab	Quote
	Purchase Order Number	Location
	Customer Number (Account Number)	Account Number
	Contract	Contract
	Bid (If Applicable)	Quote Name
		Bid (If Applicable)
	Order Detail Tab	Line Items
	Ship-to Address	
	Delivery Appointment Contact	
	Order Management Contact	
	Order Attributes Tab	
	If Applicable to Contract	
	End User Data Capture Tab (Dealer Direct Orders Only) Listed Above	

Note: For assistance in ordering applications, reach out to CustomerSupport@allsteeloffice.com.

ALLSTEEL PROGRAMS

Enhanced Services

Are enhanced services available under this contract? Yes or No

Marketing Programs Available under Contract:

- DSR Loyalty Program

ADDITIONAL INFORMATION

Contact Information

Allsteel Customer Support

Phone: 888-255-7833

Email for Support:

CustomerSupport@AllsteelOffice.com

Email for orders: ASIORDER@AllsteelOffice.com