

## Contract Summary

<b>Contract Expiration</b>	April 30, 2025
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### ELIGIBLE END-USERS

- » Eligible users of this contract include Commonwealth agencies and COSTARS members. Eligible COSTARS members include Local Public Procurement Units and State Affiliated entities that are registered with DGS as COSTARS members.
  - A Local Public Procurement Unit includes: any political subdivision such as a municipality, school district or commission; any non-profit fire company, rescue company, or ambulance company; and any other entity that spends public funds for the procurement of supplies, services, and construction (such as council of governments or an area government, or an organization that receives public grant funds).
  - A State Affiliated entity includes: PA Turnpike Commission; PA Housing Finance Agency; PA Municipal Retirement System; PA Infrastructure Investment Authority; PA Higher Education Facilities Authority, and State System of Higher Education.
- » A complete list of local public procurement units and State affiliated entities that have registered with DGS and are authorized to use the contracts can be found at: <http://www.costars.state.pa.us/SearchCOMember.aspx>
  - If an entity is not registered as a COSTARS Member, and believes they would qualify, please direct them to the link above to register to become an eligible user.
- » **Local Public Procurement Units and State Affiliated Entities that are not registered with COSTARS are not allowed to use these contracts; Commonwealth agencies do not have to register with COSTARS to utilize the contracts.**

### CONTRACT TERMS & CONDITIONS

<b>Payment Terms</b>	Net 30 Days
<b>DELIVERY</b>	
<ul style="list-style-type: none"> <li>» All orders must be delivered within 90 days unless otherwise agreed upon by customer.</li> <li>» All End User orders are FOB Destination, company paid freight to one destination.</li> <li>» 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.</li> </ul>	
<b>SERVICES</b>	
<ul style="list-style-type: none"> <li>» Commercial Furniture contract approved services:                             <ul style="list-style-type: none"> <li>○ Inside Delivery is required. The dealer will be required to deliver or off-load from truck wherever designated on End User purchase order.</li> <li>○ Installation – if needed by the End User, the price should be negotiated. Installation must be listed as a separate line item on corresponding quotes and purchase orders.</li> <li>○ Design layout of the furniture being moved from one area to another.</li> <li>○ Storage of furniture until new building or building renovations are completed. Storage charges shall not accrue until ninety (90) calendar days after receipt of a purchase order and the agency has indicated they still cannot accept delivery.</li> </ul> </li> </ul>	

- Relocation and/or reconfiguration of Allsteel furniture.
- » Dealers must quote and use union labor rates, and use union labor, for installation in areas/building that are union covered.

<b>FEE (Install; Design; Reconfiguration; Storage)</b>	<b>TYPE (Included in Discount; Hourly; Negotiated)</b>	<b>RATE</b>
Inside Delivery - required	Included in Discount	
Installation	Negotiated and added as a separate line item on quote and purchase order. Dealer must quote and use union labor rates and use union labor for installation in areas/buildings that are union covered. If end user requests Inside Delivery, this is included in the price of the contract and must be provided at no charge.	
Design Layout of Furniture Being Moved from One Area to Another; NOT ALLOWED FOR NEW PRODUCT PURCHASES.	If new project, this is included in the contract price and provided at no charge. If for reconfiguration only, then can be charged at \$85.00/hour.	
Reconfiguration/Relocation Services of-furniture being moved from one area to another	Hourly	\$85.00
Overtime/Holiday Rate for Reconfiguration/Relocation Services of Furniture Being Moved from One Area to Another	Hourly	\$127.50
Storage Rates - beyond 90 days		\$1.50 per square foot
Union Labor	Hourly	\$145.00

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

- » Allsteel does not publish the cost for a special within our List Pricer therefore the State does not allow specials to be processed underneath the contract. Allsteel will not accept an order with a special included as a line item.

**DISCOUNT MATRIX & PRODUCT LISTING**

Allsteel, Gunlocke, and  
Architectural Walls Price  
Lists

Current at time of order entry

Product Category	Allsteel Products	Client Discount from List
<b>Seating</b>	<b>Acuity, Evo, Inspire, Lyric, Mimeo, O6, Pli, Quip, Relate, Seek, and Svelte</b>	<b>58.8%</b>
	ASC24, ASC27, ASC28, ASC35, ASC36, ASC38, ASC39, ASC40, ASC45, ASC46, ASC49, ASI01, ASM02, ASM03, ASM07, SV001	
<b>Tables, Library-Classroom-Music-Room-Dormitory</b>	<b>Admix, Aware, and Structure</b>	<b>58.8%</b>
	ATADMIX, AAW01, AAW02, AAW03, AED01	
<b>Executive Wood (Freestanding)</b>	<b>Wood Casegoods (Align Wood), Stride Painted Wood Casegoods, Veneer</b>	<b>58.8%</b>
	AAD01, ZZD03, ZZD05	
<b>Desking Systems, Free Standing</b>	<b>Cadence, Involve (Casegoods &amp; Storage), Stride Benching &amp; Desking, Lateral &amp; Vertical Files, Storage, Further, Altitude Tables, Approach, A8, Radii, Gallery Panels, Mural</b>	<b>58.8%</b>
	AAC01, ACN08, ACR01, ACR02, ACR03, ACR04, AEA01, AHD01, AHD03, AHJ01, AHJ02, AHJ03, AIR01, AIR02, AIR03, ALF04, ALF07, AMU01, AMU02, APC01, APC02, APE01, APE06, APE10, APE11, ASA01, AST03, AST05, AST08, AST12, ATC01, ATC02, ATK01, ATK02, AWK01, AWK03, SAM01, SAM02, ZZB01, ZZB02, ZZB03, ZZB04, ZZB05, ZZD01, ZZD02, ZZD04	

<b>Demountable/Relocatable Walls (NOTE: Customer will need to issue separate PO for Walls)</b>	<b>Aspect, Beyond</b>	<b>58.8%</b>
	ABY01, ABY02, ABY03, ABY04, ABY05, ANF01, ANF03, APA01, APA02, ASF01, ASF03, ASF04	
<b>Ergonomic Keyboard Trays &amp; Monitor Arms, Computer</b>	<b>Extensions, Ergonomic Tools, Wand &amp; Link Lights</b>	<b>58.8%</b>
	AAC06, AAC07, AEA15	
<b>Lounge &amp; Meeting Room</b>	<b>Social Collaborative Gather Collection, CoHo Clarity Seating, Parallel, Retreat, Townhall (Rock, Wedge, Peak, Summit, Picnic, Cloud), Park by Norm Architects, Two-Thirds, Retreat</b>	<b>58.8%</b>
	A8P01, A8P02, A9P01, A9P02, A9P03, A9P04, A9P07, A9P08, A9P09, ACH01, ASC01, ACS02, ACS03, AR601, AS401, AS501, ASC37, ASC42, EEP01	
<b>Gunlocke</b>	<b>Gunlocke Seating (Bank of England, Calia, Camille, Genesee, Lily, Metta, Savor, Tia, Convo, LIV, Multi, Trillia, Swivel, Avoca, Geneva, Olla, Washington Series, Calm, Ciji, Iris); Gunlocke Occasional Tables (Briefing, Calm, Cylinder, Cube, Letchworth); Casegoods Accessories, Tables Accessories, Conference Tables, Saranac Tables, Occasional Tables</b>	<b>58.8%</b>
	GSAVOCA, GCIJI, GCONVO, GLILY, GMOLT, GOLLA, GGCALIA, GGTIA, GLCALM, GLIRIS, GMETTA, GMLIV, GMTIA, GSGEN, GSGENEVA, GTRILLIA, GCAMILLE, GBANK, GSAVOR, GACCS, GURBANA, GWASH, GCTRIO, GTTMS, GTSLEA, GTBAS, GTLETCHEWORTH, GTOCALM, GTSARANAC, GTCCO, GACC, GMDLY, GTBRIEF, GTOBRIEF	

## For Dealer & Sales Reference Only

### SERVICING FEES

Dealer Servicing Fee	15%
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### ORDER PLACEMENT

#### COMPASS CODES

- » B452 ASI STATE OF PA COMMERCIAL INV ENDUSER
- » B453 ASI STATE OF PA COMMERCIAL WALLS INV ENDUSER

#### 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 4400025631.
- » 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.

### DEALER ADDITIONS/UPDATES

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

PA eMarketplace Website	<a href="http://www.emarketplace.state.pa.us/">http://www.emarketplace.state.pa.us/</a>
COSTARS website	<a href="http://www.costars.state.pa.us/SearchCOMember.aspx">http://www.costars.state.pa.us/SearchCOMember.aspx</a>

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