

Contract Summary

Contract Expiration

December 5, 2026

ELIGIBLE END-USERS

State agencies and local public procurement units within the geographic limits of the State of South Carolina.

- State agencies include - government department, commission, council, board, bureau, committee, institution, college, university, technical school, agency, Government Corporation or other establishment or official of the executive or judicial branch.
- Local public procurement units include - political subdivisions, counties, municipalities, school districts, public service, or special purpose districts.

CONTRACT TERMS & CONDITIONS

Payment Terms

Net 30 Days

DELIVERY

- » All End User orders are FOB Destination, company paid freight.
- » Standard delivery of all goods at the offered Discount from Manufacturer's Current List Price will be inside and ready for use, unless otherwise stated on the State user's purchase order. Inside means any location within a State user's occupied building. Ready for use means the product is unpacked, assembled, inspected and accepted by the State user. Authorized Dealer/Reseller must anticipate and make necessary arrangements for access to the delivery location considering presence and availability of elevators, steps, parking and hours of operation. All Standard Delivery items shall be delivered and installed at no cost to the ordering entity.

SERVICES

Installation - Items requiring custom or complex fitting due to the nature of the product (such as panel or filing systems, fixed seating, etc), shall be quoted, ordered and billed separately.

- » Determination of any installation costs (complex/custom installation) shall be made with the Using Governmental Unit prior to issuance of purchase order.
- » Costs may be incurred due to "extreme installation conditions" such as stair carry, street unloading, etc. Such costs must be negotiated prior to issuance of purchase order and must be clearly specified on pricing documents, purchase orders and invoices.
- » Except as in rare/extreme occasions, installation services, if needed, will be limited to a maximum amount of 20% of the total purchase order. It is within the Using Governmental Unit's sole discretion to negotiate and approve any installation charges.
- » Acceptance and approval of labor for installation of such products will be at the sole discretion of the State user. Any resulting damages to the product or State property during the installation by the Contractor will be repaired at the Contractor's expense and according to the warranty requirements of this contract.

Design – Negotiated

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

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

Allsteel Products	Combined List Per Order	End User Discounts
Stride Systems, Terrace, Concensys, Optimize, Further, FIT, Mural, Stride Benching, Stride Desking, Stride Storage, Approach, Altitude Tables, Involve Casegoods, Involve Storage, Overheads, Worksurfaces, Metal Table Screens, Acrylic Table Screens, Height-Adj Table Foot Control, Daybook, Electrical & Accessories	\$1-\$400,000	60.0%
	\$400,001 +	NEG
Align Lockers, Align Credenzas, Essential Storage (Towers, Bookcases & Cabinets), Essential Laterals, Gallery Panels, Radii	\$1-\$400,000	55.0%
	\$400,001 +	NEG
#19, Relate, Scout, Seek, Acuity, Mimeo, Lyric, Quip, Evo, Inspire, Trooper, Nimble, Tolleson, Svelte, Access, O6 and Pli Seating	\$1-\$400,000	50.0%
	\$400,001 +	NEG
Aware, Admin Merge, Structure Tables	\$1-\$400,000	50.0%
	\$400,001 +	NEG
Accessories: Wand & Link Lights, Ergonomic tools, Hands-Free Pulls, Hand Sanitizer Solutions, Acrylic Freestanding Screens	\$1-\$400,000	55.0%
	\$400,001 +	NEG
Gather Seating, Gather Tables, Clarity, Parallel, Retreat, Park, Townhall, Co Ho, Two-Thirds Tables	\$1-\$400,000	50.0%
	\$400,001 +	NEG
Gunlocke Products	Combined List Per Order	End User Discounts
All	\$1 - \$100,000	50.9%
	\$100,001 - \$300,000	52.1%
	\$300,001 - \$500,000	52.5%
	\$500,001 - \$700,000	53.7%
	\$700,000 - \$1,400,000	54.9%
	\$1,400,001 +	NEG

For Dealer & Sales Reference Only

SERVICING FEES

<u>Products</u>	<u>Servicing Fee %</u>
Systems	40.0%
All Other Product	22.4%

ORDER PLACEMENT

COMPASS CODES

- » A866 Invoice to End-User – Systems
- » A867 Invoice to Dealer – Systems
- » A868 Invoice to End-User – All other Product
- » A869 Invoice to Dealer – All other Product

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 4400022603.
- » 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 Carolina 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 4400022603.
- » 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 Name: Enter the name of the Agency/End-User facility
- » End User Address: Enter the End User's street address, City, State, Zip Code
- » Installation Charges
- » Design Charges

DEALER ADDITIONS/UPDATES

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

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
- » State of South Carolina Information Form
- » Dealer Flow-down Letter

For further details regarding new dealer setups, please contact HNI Government Support at governmentsupport@hniworkplacefurnishings.com

CONTACT INFORMATION

Allsteel Customer Support	888-255-7833	governmentsupport@hniworkplacefurnishings.com
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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