

Contract Summary

Contract Expiration	September 30, 2025
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ELIGIBLE END-USERS

- Eligible End Users include state agencies, state institutions of higher education and political subdivisions properly registered as members of the State’s Cooperative Purchasing Program.
- To determine if a political subdivision is registered go to the following link:
[COOP Member List | State of Ohio Procurement](#)

CONTRACT TERMS & CONDITIONS

Payment Terms Net 30 Days

DELIVERY

- » All orders must be delivered and installed within 60 days.
- » All orders are FOB Destination, company paid freight to one location within the State of Ohio.
- » 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.

SERVICES

Approved Furniture Services:

Fee	Type
Installation	Negotiated
Design	Negotiated
Reconfiguration	Negotiated
Project Management	Negotiated

Approved Architectural Walls Services and Rates:

Service Type	Quote Type	Rate
Assembly/Installation	Negotiated	NTE \$130/lineal foot***
Design	Negotiated	NTE \$90/hr
Project Management	Negotiated	NTE \$90/hr
Reconfiguration	Negotiated	NTE \$150/hr

Service charges for Allsteel’s Architectural Walls Product will be negotiated directly between the Authorized Dealer and the customer. The above Not-to-Exceed (NTE) rates are applicable to Walls Services. The above rates do not include prevailing wage or delivery and installation after normal business hours. Prevailing wage, overtime, and weekend work fees will be negotiated between the customer and the Authorized Dealer. Site locations without access to a freight elevator may incur additional costs. An adequate loading dock, or other arrangement as agreed, for off-loading, staging, moving, and handling of merchandise shall be provided. Additional labor costs resulting from overtime or weekend work performed at the buyer’s request or resulting from labor or building conditions will be paid by the buyer. The buyer must authorize any additional work before it is performed.

The Contract Discounts for Architectural Walls Product do not include applicable Services, Sales Tax, or 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 the final destination of the product. All applicable Services, Taxes, and Freight charges will be added to Allsteel’s or the Authorized Dealer’s invoice, and customer agrees to pay the same.

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.

DISCOUNT MATRIX & PRODUCT LISTING

Price Lists

Allsteel Price List: March 1, 2023 ****Effective 7/25/2024 pricing based on February 1, 2024 price lists.**
Gunlocke Price List: March 1, 2023 ****Effective 7/25/2024 pricing based on February 1, 2024 price lists.**
Architectural Walls Price List: March 1, 2023 ****Effective 7/25/2024 pricing based on February 1, 2024 price lists.**

State of Ohio Office Furniture Contract #STS010057
Allsteel Inc. Discount Matrix

Products	Combined List per Order	Discount From List
Stride Systems, Terrace, Concensys, Optimize, Further, Gallery Panels, Involve Casegoods, Approach, Stride Desking, Stride Benching, Pedestals, Overheads, Worksurfaces, Electrical & Accessories, Altitude Tables, Mural Desking, Universal Screens, Daybook, Cable Management Tray, Undermount Power Mod	\$1 - \$100,000	69.5%
	\$100,001 - \$400,000	71.0%
	\$400,001 & Above	Negotiable
Further Adaptive Supports	\$1 - \$100,000	67.0%
	\$100,001 - \$400,000	68.5%
	\$400,001 & Above	Negotiable
Lateral Files, Vertical Files, Storage (Towers, Bookcases, & Cabinets), Align (Laterals, Storage, Credenzas), Stride Storage, Involve Storage, and Radd Storage	\$1 - \$100,000	64.0%
	\$100,001 - \$400,000	65.0%
	\$400,001 & Above	Negotiable
Nimble Seating	\$1 - \$400,000	64.0%
	\$400,001 & Above	Negotiable
Relate, Seek, and Inspire Seating	\$1 - \$400,000	61.0%
	\$400,001 & Above	Negotiable
Acuity, Mimeo, Lyric, Quip, Evo, Svelte, Pli, and O6 Seating	\$1 - \$400,000	58.0%
	\$400,001 & Above	Negotiable
Admix, Aware, and Structure Tables	\$1 - \$400,000	64.0%
	\$400,001 & Above	Negotiable
Wood Casegoods (Align Wood), and Veneer	\$1 - \$400,000	60.0%
	\$400,001 & Above	Negotiable
Social Collaborative Seating/Tables/Conferencing, Clarity, CoHo, Park by Norm Architects, Recharge, Retreat, Townhall Collection (Rock, Wedge, Peak, Summit, Picnic, Cloud), Two-Thirds, and New Product Offering	\$1 - \$100,000	51.0%
	\$100,001 - \$400,000	54.0%
	\$400,001 & Above	Negotiable
Accessories (Wand and Link Lights, Ergonomic tools)	\$1 - \$100,000	55.0%
	\$100,001 - \$400,000	57.0%
	\$400,001 & Above	Negotiable
Beyond Architectural Walls	\$1 - \$100,000	57.5%
	\$100,001 & Above	60.3%
Aspect Architectural Walls	\$1 - \$100,000	61.3%
	\$100,001 & Above	66.3%
Gunlocke	\$1 - \$100,000	52.9%
	\$100,001 - \$400,000	54.1%
	\$400,001 & Above	Negotiable

For Dealer & Sales Reference Only

SERVICING FEES

Dealer Servicing Fee	All Furniture orders	15.0%
	All Architectural Walls orders	20.0%

ORDER PLACEMENT

COMPASS CODES

- » B501 – ASI STATE OF OHIO STS010057 INVOICE TO ENDUSER
- » B502 – ASI STATE OF OHIO STS010057 INVOICE TO DEALER
- » B703 – ASI STATE OF OHIO S TS010057 WALLS INVOICE 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 State of Ohio Contract #STS010057.
- » 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

All orders issued direct to the Authorized Dealer 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 State of Ohio Contract #STS010057.
- » 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
- » End User Type – State or Local
- » End User Purchase Order Number
- » Install Charges Applied to Order
- » Design Charges Applied to Order

- » Reconfig Charges Applied to Order
- » Project Management Charges Applied to Order

DEALER ADDITIONS/UPDATES

Dealers can be updated on a quarterly basis with approval from Allsteel and the State of Ohio. 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
- » State of Ohio Dealer Acceptance Letter (Y-Letter)
- » State of Ohio Affirmative Action approval letter
- » W9
- » State Registration from Secretary of State

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

HELPFUL WEBSITE LINKS

Entity Name Goes Here

State of Ohio Contract Website

https://ohiobuys.ohio.gov/page.aspx/en/ctr/contract_manage_public/10057

CONTACT INFORMATION

Allsteel Customer Support

888-255-7833

governmentsupport@hniworkplacefurnishings.com

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