



Contract Summary

Contract Expiration

August 31, 2027

ELIGIBLE END-USERS

- This Participating Addendum may be used by all state agencies, institutions of higher education, cities, counties, districts, and other political subdivisions of the state, and nonprofit organizations within the state authorized by the State of Oklahoma to utilize state contracts. Participating Entity has sole authority to determine which entities are eligible to use this Participating Addendum.
- Agencies for the public benefit may purchase products and services at prices indicated in the contract upon the Public Agency’s registration with Region 10 ESC
 - Eligible end users are required to sign up to become an Equalis member; there is no cost for membership.
 - To register, end users should go to the link below and register on-line:
<https://equalisgroup.org/member-registration/>

CONTRACT TERMS & CONDITIONS

Payment Terms Net 30 Days

DELIVERY

- » All End User orders are FOB Destination, company paid freight to one location within the Continental United States.
- » 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

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

Service Type	Charge
Basic Installation	Basic Installation/Reconfiguration will be a minimum of \$60 per hour with a not to exceed maximum charge of \$85 per hour. Standard Business Hours (8:00 am – 5:00 pm), Monday – Friday, dock door access and site free and clear for installation.
Expanded Installation	Expanded Installation/Reconfiguration will be a minimum of \$100 per hour with a not to exceed maximum charge of \$350 per hour. Non-Standard Business Hours Monday – Friday, weekends and holidays. Expanded installation also includes, but is not limited to, sites 60 miles over main dealer warehouse, prevailing wage, union labor and major metropolitan areas.
Minimum Installation	Minimum of \$200 per order may apply
Design	Design Services will be a minimum of \$85 per hour with a not to exceed maximum charge of \$125 per hour.
Project Management	Project Management will be a minimum of \$80 per hour with a not to exceed maximum charge of \$200 per hour.
Storage	Not to Exceed \$5/sq ft/month after 30 days.



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 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

HON Price List Orders shall be based upon HON's commercial list pricer in effect at time of order

DISCOUNT MATRIX

Tier	Total Order at List	Systems & Pedestals	Vertical & Lateral Files, Storage	Tables, Desking, Casegoods
1	\$0 - \$25,000	64.70%	55.40%	53.30%
2	\$25,001 - \$75,000	65.70%	56.40%	55.00%
3	\$75,001 - \$150,000	67.90%	63.70%	59.60%
4	\$150,000 & Above	Negotiable	Negotiable	Negotiable

Tier	Total Order at List	HON Branded Seating	HON 5 Year Warranty	Education	Sooth High-Back Patient Chair
1	\$0 - \$25,000	53.30%	55.30%	53.30%	51.30%
2	\$25,001 - \$75,000	55.00%	56.40%	55.00%	52.30%
3	\$75,001 - \$150,000	59.60%	58.50%	56.50%	54.50%
4	\$150,000 & Above	Negotiable	Negotiable	Negotiable	Negotiable

HON NOW™	Program	Systems	Other Product
HON NOW Discount Matrix	HON NOW	64.7%	51.1%