

Contract Name: OMNIA Partners Public Sector – Region 4 Education Service Center for Furniture and Installation
Contract Number: R191804
Contract Term: May 1, 2020 – April 30, 2025

Note: Any contract modifications will be communicated via a HON Marketing Blast. Any questions should be directed to the HON Government Customer Support Team.

CONTRACT TERMS

Eligible End-Users

- State and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit may purchase products and services at prices indicated in the contract upon the Public Agency's registration with OMNIA Partners.
 - Eligible end users are required to sign up to become an OMNIA member; there is no cost for membership.
 - To register, end users should go to the link below and register on-line:
<https://www.omniapartners.com/publicsector/terms-and-conditions?hsCtaTracking=10903e2d-b192-405e-92a8-4e2a1b7dcf53%7Cbbbf544-1554-444c-90b9-dde6a8bba9bb>
- For questions regarding End User eligibility please contact our HON Government Customer Solutions Team at 800-833-3964 or hongsateam@honcompany.com.

Product Information

Available Product Categories

- Seating
- Executive Desks and Credenzas
- Standing Desks
- Tables
- Bookcases
- Filing Cabinets, Lateral Files
- Upholstered Soft Seating
- Systems Furniture
- Mobile, Folding Stacking Furniture
- Computer Lab Furniture
- Library/Media Center Furniture
- Cafeteria Furniture
- Classroom Furniture
- Early Childhood Furniture

Note: Please refer to the attached Discount Matrix for a list of available product series and the current price list date in effect.

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 HON Tailored Solutions Team, information can be found at the following link:
<https://honready.hon.com/DesignResources/TailoredSolutions/Pages/Tailored%20Solutions.aspx>
- Approved specials will receive discounts consistent with the base model discounts already approved on contract.

Contract Terms & Conditions

Payment

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.

Bid Pricing

Is this contract eligible for bid pricing? Yes or No

If yes, there is a \$25K list minimum requirement for bid requests. These are subject to approval and must be submitted through the HON Ready Portal.

Pricing Information

Price List: January 1, 2020

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 Quick Ship Program

Next Lane

Systems – 64.7%

All Other NOW product – 51.1%

+Speed

Systems – 58.3%

All other NOW product – 44.5%

(Foundations, Convergence, Gateway and Sadie are excluded from this program)

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

HON TERMS

Servicing Fees

Tier 1 and Tier 2	18%
Tier 3 and Above	15%

Dealer Updates

Dealers can be updated quarterly with approval from OMNIA and HON.

Required Documentation to add a Dealer are as follows:

- Dealer Flow-down Letter
- Dealer name, address, phone, email and contact

Further details regarding new dealer setups can be found at the following link under the appropriate contract name: <https://hnicorporation.sharepoint.com/sites/hongovernment/dealersetup/default.aspx>

HON Terms & Conditions

Freight/Delivery

All orders must be delivered and installed within 60 days.

All orders are FOB Destination, company paid freight to one destination 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.



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 The HON Company. Agencies shall pay and bear responsibility for returns. Returned product will be subject to a return fee of up to 45% of the invoiced amount 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.
- Credit card orders placed directly from the dealer to HON must adhere to HON's dealer credit card policy.

Remit-to Information

The HON Company
PO Box 404422
Atlanta, GA 30384-4422

Electronic payments should be directed with the following bank information:

Depository Financial Institution: Bank of America

Routing Number: 111000012

Account Number: 0037562-76567

Account Name: The HON Company

If additional information is needed, please contact honcredit@honcompany.com

Order Placement

Compass Codes

- A944 HON OMNIA Public R191804 \$0 - \$75K List Inv End User
- A945 HON OMNIA Public R191804 \$75K – Above Inv End User
- A946 HON OMNIA Public R191804 \$0 - \$75K List Inv Dealer
- A947 HON OMNIA Public R191804 \$75K – Above Inv Dealer
- B016 HON NOW Next Lane – OMNIA Region 4 New
- B017 HON NOW +Speed – OMNIA Region 4 New

Agency orders placed directly with HON

Orders issued direct to The HON Company must adhere to the following rules:

- Orders MUST be made out to The HON Company 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 R191804.
- Orders MUST be sent to HON's Government Customer Service team by the following methods:
 - Email: hongsaoe@honcompany.com
 - EDI or Electronic Ordering: Please contact Customer Solutions for full details

Orders placed through Authorized Dealer

- The End User purchase order to the dealer must reference HON's contract number R191804
- The purchase order from dealer to HON must reference HON's contract number R191804
- The dealer must also provide the following information (if utilizing e-ordering this information must be populated in the "Order Attributes" tab):

- Authorized User Entity’s Business Name
- Full Address including City, State and Delivery Zip Code
- End user purchase order number
- End user purchase order date
- Install charges applied to order for HON product
- Design charges applied to order for HON product
- Project management charges for HON product
- Reconfiguration charges for HON product
- Storage Charges for HON product
- Participating agency number (assigned to end user by OMNIA)
- The dealer must provide a copy of the End Users purchase order to HON.
- End user pricing must match HON’s stated contract pricing. The dealer is not authorized to change discounting or net pricing to the customer without written authorization from The HON Company
- Orders MUST be sent to HON’s Government Customer Support team by the following methods:
 - Email: hongsaoe@honcompany.com
 - EDI or Electronic Ordering: Please contact Customer Support for full details

eOrdering & Compass

	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) List Above	

Note: For assistance in eOrdering or Compass applications, reach out to HONReady@honcompany.com

HON PROGRAMS

Enhanced Services

Are enhanced services available under this contract? Yes or No

- Expedited Transit – 3.5% per order

Marketing Programs Available under Contract:

- Volume/Growth Programs
- HONORS

HON NOW Quick Ship Program

Next Lane

Systems – 64.7%

All Other NOW product – 51.1%

+Speed

Systems – 58.3%

All other NOW product – 44.5%

(Foundations, Convergence, Gateway and Sadie are excluded from this program)

ADDITIONAL INFORMATION

Helpful Website Links

HON Credit Card Order Form

https://honready.hon.com/DocumentStorage/Documents/GSA_Purchase_Order_Form.pdf

How to Place a Government Order Information

<https://honready.hon.com/DocumentStorage/Documents/How-To-Place-A-Government-Order.pdf>

HON Project Registration

<https://honready.hon.com/PricingAndProposals/Contracts/GovntProjReg/Pages/Govt%20Project%20Registration.aspx>

OMNIA Website

<https://public.omniapartners.com/suppliers/hon-company/contract-documentation#c36192> (

Contact Information

HON Customer Support

HON Government Customer Solutions

Phone: 800-466-8694

Email: hongsateam@honcompany.com

HON Sales Support

Email: hongovtsalessupport@honcompany.com



Contract R191804

Tier	Total Order at List	Systems & Pedestals	Vertical & Lateral Files, Storage	Tables, Desking, Caseworks	HON Branded Seating	HON 5 Year Warranty	Education	Sooth High-Back Patient Chair
1	\$0 - \$25,000	64.70%	55.40%	53.30%	53.30%	55.30%	53.30%	51.30%
2	\$25,001 - \$75,000	65.70%	56.40%	55.00%	55.00%	56.40%	55.00%	52.30%
3	\$75,001 - \$150,000	67.90%	63.70%	59.60%	59.60%	58.50%	56.50%	54.50%
4	\$150,000 & Above	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable
		Product Series	Product Series	Product Series	Product Series	Product Series	Product Series	Product Series
		Abode Systems	210 Vertical Files	10500 Series Laminate Desking	Accommodate	400 Series	SmartLink	Sooth
		Abound Systems	310 Vertical Files	10700 Series Laminate Desking	Adjustable Task/Lab Stools	Assemble		
		Accelerate Systems	510 Vertical Files	34000 Series Desking	Boda	Charge		
		Brigade Pedestals	Brigade Laterals	38000 Series Desking	Cambia (2150/2160)	Circulate		
		Empower	Brigade Shelf File & Overfiles	66000 Series (StationMaster)	Ceres	Client		
		Flagship Pedestals	Brigade Steel Bookcase	94000 Series Laminate Desking	ComforTask (5900)	Contemporary Laminate Occasional Tables		
		Systems Accessories	Brigade Storage Cabinets	Arrange	Endorse	Coordinate Height Adjustable Bases		
			Contain	Between	Flock	Corral		
			Flagship File Centers	Build Tables	Grove	Crio		
			Flagship Laterals	Concinnity	GuestStacker (4030)	Desktop Riser HBXRISER		
			Flagship Storage & Bookcases	Flock	High Density Olson Stacker (4040)	Entire		
			FlameSafe Fire-Resistant Files	Height Adjustable	Ignition	Exposure		
			Fuse	Hospitality	Ignition 2.0	HBTMS		
			H320 Vertical Files	Huddle	Invitation (2210)	HVL102		
			Storage Accessories	Laminate Occasional Tables	Lota (2280)	HVL103, HVL105, & HVL108		
				Mentor Desking	Motivate	HVL131		
				Metro Desking	Nucleus	HVL151		
				Motivate	Pagoda (4070)	HVL161		
				Preside	Park Avenue	HVL171		
				Desking & Table Accessories	Perpetual	HVL220		
				Utility Tables	Pillow-Soft (2090/2190)	HVL402		
				Valido Laminate Desking	Purpose	HVL521 & HVL525		
				Voi Laminate & Veneer Desking	Quotient	HVL601		
					Riley	HVL653		
					Seating Accessories	HVL712		
					Skip	Instigate		
					Solutions Seating (4000)	Manage		
					Solve	Mobile Peds		
					Sooth	Modular Lounge		
					Versant	Network		
					Volt (5700/5710)	Perch		
						Prominent		
						Scatter		
						Tilt		
						TopFlight		
						Torch		
						Validate		
						ValueTask		
						Verse		
						Wave		
						Workplace Tools - Wobble Board, Footrest, Anti-Fatigue Mat, Chair Mats & HVL995 Arms		



Service	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