



Supplier Information Sheet

Contract Description		Office, Computer, and Educational Furniture	
Statewide Contract Number		99999-001-SPD0000198-045A	
Supplier ID Number		0000355342	
Supplier Name		Palmer Hamilton LLC	
Effective Date	12/1/2023	Expiration Date	11/30/2025
Number of Suppliers Awarded	90	Contract Type:	Mandatory
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Supplier and Contract Information

Supplier Name & Address

Palmer Hamilton LLC
143 S Jackson Street
Elkhorn, WI, 53121

Supplier Website:

Primary Supplier Contact

Alternate Supplier Contact (Sales)

Name: Pamela Gannon
Email: contracts@palmerhamilton.com
Phone Number: 800-788-1028 ext. 919

Name: Jeff Ward
Email: jward@palmerhamilton.com
Phone Number: 816-898-7177

General Supplier Email:

contracts@palmerhamilton.com

Contract Details

Remittance Address

Palmer Hamilton LLC
143 S Jackson Street
Elkhorn, WI, 53121

Pricing Structure

Discount off delivery method
Contact supplier about bulk order discounts

Delivery Days

Depends on Delivery Method and
Manufacturer. Contact Authorized Dealer.

Payment Terms

Net 30

Authorized Users

State and Local Government

Acceptable Ordering Method

Purchase Orders

Acceptable Payment Method(s)

Purchasing Card, ACH, Check

General Contract Information

Through a strategically sourced procurement, the State Purchasing Division of the Department of Administrative Services has established new Statewide Contracts for Office, Computer, and Educational Furniture with 90 suppliers. This new statewide contract replaces the prior statewide contract titled Office, Computer and Education Furniture (SWC 99999-001-SPD0000100), which was awarded in February of 2015.

This statewide contract is a **MANDATORY CONTRACT** for all state of Georgia governmental entities subject to the State Purchasing Act. The statewide contract is also available on a convenience basis to all other governmental entities in the state of Georgia such as state authorities, local government, municipalities, cities, townships, and counties. The contract term is from December 1, 2023 – November 30, 2025. In addition, the State has three (3) one-year options for renewal through October 2028.

The purpose of the contract is to provide competitive discounted pricing on the purchase of Office, Computer, and Educational Furniture products for authorized users throughout the State. Most of the suppliers are industry leaders in the Office, Computer, and Educational Furniture market and have provided the state of Georgia furniture products for over the past 8 years.

Key Benefits of the Contract:

- No minimum order size
- Free delivery within the State of Georgia
- Discounts up to 70% off list price
- Available ordering methods include the state's electronic ordering portal (Team Georgia Marketplace), Phone, Fax, and Web
- Access to over 500,000 Office, Computer, and Educational Furniture items
- Full credit for returns on all "non-customized" items within 45 days of initial notification
- Suppliers accept the P-Card for purchases

- Three (3) delivery options offered
 - Dock Delivery
 - Inside Delivery
 - Delivered & Installed

- 22 Categories of items to choose from

- Vast assortment of Subcategories (15) available for greater search capabilities (ex: Executive Chairs, Folding Chairs, Ergonomic Chairs, Conference Room Chairs) in the Seating Category (C-23)

- Authorized user may choose among multiple suppliers in most categories and all subcategories

- Dedicated contract management team who will manage the daily operations of this statewide contract

[CLICK HERE](#) to access the Notice of Award document to see awarded categories and awarded suppliers.

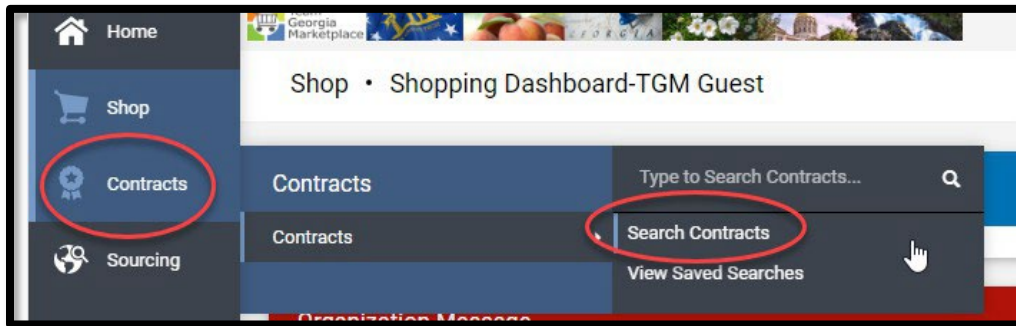
Ordering Instructions

NOTE: Purchase Orders/Invoicing **MUST** be done directly with the manufacturer. Entities are **not permitted** to remit payment directly to the authorized dealers.

Orders can be placed using the following methods:

Supplier's State Dedicated Webpage

1. From the **Shoppers Homepage**, search for the contract you are interested in purchasing from.



2. Open the contract. View Attachments. Open the **"Supplier's State Dedicated Website"** link which contains:
 - Supplier Specific Ordering Instructions
 - List of Current Authorized Dealers
 - Catalog of Products in Awarded Categories
 - Current Discount Structure

Please Note: 99999-001-SPD0000198 does NOT include laboratory equipment.

This contract with Palmer Hamilton does NOT have a hosted catalog in Team Georgia Marketplace. This is an information only contract.

Where to Find Additional Contract Documents

All additional contract documents may be found under the “Attachments” dropdown when viewing the contract in TGM, including, but not limited to:

- Pricing (current)
- Original Contract/Terms and Conditions
- Attachment A (original solicitation document)
- Cost Workbook (from solicitation bid, for evaluation purposes)
- Mandatory Questions
- Certificate of Insurance
- E-Verify Affidavit
- Addendums
- Renewals/Extensions/Amendments
- Notice of Intent to Award (NOIA)
- Notice of Award (NOA)

Figure 1: May vary by contract

▼ Attachments		
	Display Order	Attachment
	1	Supplier Information Sheet
	2	Pricing
	3	Original Contract
	4	Contract Terms & Conditions
	5	Attachment A
	6	Mandatory Questions
	7	Certificate of Insurance
	8	E-Verify
	9	Addendum 1
	10	Addendum 2

Amendments / Renewals / Extensions

Base Term: 4/8/24 – 11/30/25

Amendment 1: Palmer Hamilton Acquires Liat

Renewal 1:

Renewal 2:

Renewal 3:

NIGP Codes

42008	Cafeteria Furniture, Chairs and Tables
42059	Lounge Furniture, Upholstered
42060	Lounge Furniture, Steel, Indoor
42062	Lounge Furniture, Indoor: Fiberglass, Plastic, etc.
42063	Lounge Furniture, Outdoor: Fiberglass, Plastic, Aluminum, etc.
42064	Lounge Furniture, Indoor, Wood
42084	Schoolroom Furniture, Metal: Cabinets, Chairs, Desks, etc.
42086	Schoolroom Furniture; Plastic, Polypropylene, Fiberglass Type: Cabinets, Chairs, Desks, etc.
42088	Schoolroom Furniture, Wood: Cabinets, Chairs, Desks, etc.
42094	Toddler and Child Size Furniture
42517	Data Processing Furniture, Metal and Plastic (For Storage Cabinets See Item 87)
42009	Cafeteria Furniture, Booths
42518	Data Processing Office Furniture, Wood (Not Storage Cabinets
42548	Furniture, Office (Custom Made)
42558	Plastic, Polypropylene, Fiberglass Office Furniture: Chairs, Desks, Tables, etc.
42577	Safety Step Stepladders (For Office Use)
42583	Stands, Office Equipment and Machines
42594	Workstations, Modular, Systems Furniture
45035	Glides, Furniture
42013	Children's Furniture (Incl. Stackable Types) (See 41054 for Hospital Types)
42016	Dormitory Furniture, Metal: Wardrobes, Beds, Bunk beds, Desks, etc.
42018	Dormitory Furniture, Plastic: Wardrobes, Beds, Bunk beds, Desks, etc.
42020	Dormitory Furniture, Wood: Wardrobes, Beds, Bunk beds, Desks, etc.
42030	Furniture, General (Custom Made)
42044	Institutional Furniture, All Types
42056	Library Furniture: Book Trucks, Card Cabinets, Carrels, Chairs, Curb
41555	Furniture, Laboratory (Custom Made)
42040	Household Furniture, General Line
41513	Cabinets, Storage, Floor and Wall
41539	Casework, Metal
42048	Library Shelving, Metal
42052	Library Shelving, Wood
42096	Work Benches, Shop Desks and Tables
42503	Bookcases and Bookshelves, Metal and Wood

DOAS CONTACT INFORMATION

DOAS Contract Manager

View **Contract Summary** Page in **Team Georgia Marketplace ("TGM")** to see the current contract manager and contact information.

- Please CC contract.management@doas.ga.gov on **all communications** to the contract manager, in case that the contract manager is unavailable to respond.

Procurement Help Desk

Telephone: 404-657-6000

Email: procurementhelp@doas.ga.gov