

South Carolina State Term Contract – Furniture

Contract #: 4400023619 | Solicitation #: 5400018520

Effective Dates: March 28, 2020 – December 5, 2026

SCOPE OF CONTRACT

Palmer Hamilton is awarded the South Carolina Statewide Term Contract for Furniture, allowing eligible agencies and public entities to purchase at a guaranteed discount with delivery included.

- Seating
- Tables
- Bookcases
- Upholstered Soft Seating
- Mobile/Folding/Stacking Furniture
- Computer Lab Furniture
- Library & Media Center Furniture
- Cafeteria Furniture
- Outdoor Furniture
- Classroom Furniture

PRICING & DISCOUNTS

- ****50% DISCOUNT**** off current Palmer Hamilton list price
- ****Price List:**** 0524SC Inflated price list (posted on palmerhamilton.com under Contracts)
- Freight, inside delivery, assembly, and “ready for use” included in discount
- ****Complex installation**** may be billed separately and is capped at ****20% of the PO total****
- Design services must be quoted up front and are subject to State user approval
- ****25% Restocking Fee**** on returns
- ****NO SURCHARGES ALLOWED****

ORDERING & INVOICING

- Orders may be placed ****directly with Palmer Hamilton**** or through ****Authorized Dealers****
- Dealers must be approved by the SC Budget & Control Board Materials Management Office
- Standard dealer discount: ****50/10****, unless otherwise specified in the dealer agreement
- Sales Tax: If the ****PO is issued to the dealer****, the dealer pays sales tax; if the ****PO is issued to Palmer Hamilton****, PH pays sales tax
- ****Administrative Fee (1%)**** must be remitted quarterly (remitted by the invoicing party: dealer or PH)

AUTHORIZED DEALERS:

Herald Office Solutions • Interior Elements • Wulbern Koval • Young Office Environments • Hertz Furniture Systems • School & Office Supply • Dew-El Corporation • PMC Commercial Interiors • Alfred Williams • Carolina Furnishing + Design • F3 Concepts • Forms & Supply (FSI Office) • Indoff • Office Interiors of South Carolina • Columbia Office Furniture • Kay-Twelve • MeTEOR Education • Nu-Idea School Supply

- Dealer add/delete requests accepted ****two times per year****: by ****May 30**** and ****November 30****
- No dealer additions are permitted in the final six months of the contract term
- Only ****authorized/onboarded**** dealers may quote under, hold, or fulfill contract orders

QUICK DEALER CHECKLIST

- ✓ Must be ****authorized**** by SC Procurement Office
- ✓ Quote must reference Contract #4400023619
- ✓ ****Freight & inside delivery**** included in discount
- ✓ ****1% admin fee**** remitted quarterly by the invoicing party
- ✓ No surcharges allowed
- ✓ Sales tax based on PO recipient (dealer vs. PH)
- ✓ Dealer add/delete requests only on ****May 30**** & ****Nov 30****

KEY TERMS & EXCLUSIONS

- ****FOB Destination – Inside Delivery, Ready for Use****
- ****Excluded Products:**** Science lab fixtures/equipment; IT/data fixtures or software; used/remanufactured/refurbished items
- Warranty: Standard Palmer Hamilton warranty applies
- ****Contract active through December 5, 2026****

CONTRACT CONTACTS

Palmer Hamilton LLC
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Palmer Hamilton Contract Manager:
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