

Palmer Hamilton – BuyBoard Contract 789-25

Contract #: 789-25 | Effective: Dec 1, 2025 – Nov 30, 2026 | Replaces: 683-22

Contract #: 789-25 | Title: Food Service Equipment, Supplies & Appliances
 Effective Dates: December 1, 2025 – November 30, 2026
 Contract Type: Cooperative Purchasing Agreement
 Replaces: BuyBoard Contract 683-22
 Renewal: One-year term with possible extensions based on performance

SCOPE OF CONTRACT

Palmer Hamilton has been awarded the BuyBoard Cooperative Purchasing Contract 789-25 for Food Service Equipment, Supplies, and Appliances.

This contract allows all BuyBoard members, including K-12 school districts, higher education institutions, and municipalities nationwide—to purchase directly from Palmer Hamilton or through authorized dealers.

Awarded Categories:

- Cabinets, Counters, Shelving, Sinks & Tables
- Dining Furniture, Artwork, Décor & Design
- All Other Food Service Equipment, Supplies, Appliances & Related Products

PRICING & TERMS

- Discount: 30% off Palmer Hamilton Price List (0525 PL)
- Pricing Firmness: Fixed for the contract term; updates allowed only at renewal with BuyBoard approval.
- Payment Terms: Net 30 Days
- Delivery: FOB Destination – Common Carrier or Installer Delivery
- Design Services: Available under Palmer Hamilton's Standard Fee Schedule – Base \$5,000 (40 hours) + \$125/hr beyond scope.
- Warranty: Standard Palmer Hamilton Limited Warranty Applies
- Returns: Accepted for stock or defective items within 30 days (subject to inspection).

AUTHORIZED DEALERS / RESELLERS

Palmer Hamilton is the primary awardee for Contract 789-25.

Authorized dealers may be added any time during the contract term with BuyBoard administrative approval (no fixed window). Added dealers must agree to all BuyBoard contract terms, pricing, delivery, and warranty requirements.

Current Authorized Dealers: Mission Restaurant Supply, Officewise Company, Kay Davis Associates, Library Interiors of Texas, South Texas School Furniture, Tangram Interiors, J.R. Inc., 1st Choice Restaurant Equipment Supply, Acemart San Antonio, A-TEX Restaurant Supply Inc., A Bargas & Associates, GL Seaman & Company, Hertz Houston Warehouse, Hertz Furniture, Indeco, Jean's Restaurant Supply – McAllen, and Jean's Restaurant Supply – Corpus Christi.

ELIGIBLE BUYERS

All BuyBoard members, including:

- K-12 Public and Charter Schools
- Higher Education Institutions
- Counties, Cities, and Municipal Agencies
- Nonprofits and Government-Affiliated Organizations

QUICK DEALER CHECKLIST

Before quoting or processing orders under BuyBoard 789-25, ensure:

- Dealer is listed as an Authorized Palmer Hamilton BuyBoard Dealer.
- Correct contract number (789-25) is referenced on all quotes and purchase orders.
- Pricing follows the 30% discount off the current 0525 Price List.
- Freight and installation lines are clearly itemized.
- Customer is a registered BuyBoard member.
- All required documentation (BuyBoard PO, quote, W-9, and COI if applicable) is attached.
- Any design or layout hours exceeding base scope are approved before invoicing.

KEY TERMS & EXCLUSIONS

Pricing applies only to Palmer Hamilton manufactured products in awarded categories.

- Standard freight is included (FOB Destination). Installation and design fees are quoted separately unless otherwise stated.
- No electrical, plumbing, or structural modification work.
- No union labor included unless specifically quoted.
- No removal or disposal of existing furniture unless listed.
- No after-hours or weekend installation (unless quoted separately).
- No expedited or premium freight unless requested and approved.
- No storage beyond 14 days without additional charges.
- No wall, ceiling, or floor patching after installation.
- No customer-requested split shipments or partial deliveries unless agreed in advance.
- No pricing adjustments during the contract term (pricing firm through Nov 30, 2026).

CONTRACT CONTACTS

Palmer Hamilton Contract Manager:

Pamela Gannon | contracts@palmerhamilton.com | 800-788-1028 ext. 919

BuyBoard Contract Administration: Connie Burkett | bids@buyboard.com | 800-695-2919

Texas Association of School Boards (Cooperative Purchasing Division)

P.O. Box 400 | Austin, TX 78767-0400.

Website: www.buyboard.com