

# Sourcewell Contract

*Contract #: 091423-PHL - Furniture Solutions with Related Accessories & Services*  
*Effective Dates: December 1, 2023 – December 4, 2027 (up to three optional 1-year extensions)*

## SCOPE OF CONTRACT

Palmer Hamilton has been awarded a national cooperative contract through Sourcewell for Furniture Solutions with Related Accessories and Services. This contract enables participating agencies, including K–12 schools, higher education, nonprofits, municipalities, and government entities across the U.S. and Canada—to purchase Palmer Hamilton products without the need for a separate bid.

Categories include:

- Cafeteria & dining space design and furnishings
- Commons/collaboration furniture
- Media centers and library spaces
- Esports and STEAM/STEM environments
- Makerspaces / Fab Labs
- Custom design, décor packages, and installation services
- Outdoor furniture and site furnishings

## PRICING & DISCOUNTS

- Discount: 30% off list price
- Tariffs/Surcharges: Must be listed as a separate line item (even if \$0)
- Delivery: F.O.B. Destination; tailgate delivery to address on PO
- Included within 25 miles during normal working hours (non-union unless required)
- Additional charges apply for after-hours work, extended distances, union labor, or complex installs
- Installation / Décor / Paint: Quoted as separate line items
- Open Market Items: Must be clearly identified as non-contract items
- Minimum Order: None
- Payment Terms: Net 30 days
- Pricing increases allowed with Sourcewell approval

## ORDERING & INVOICING

Purchase orders must include all required identifiers and be sent directly to Palmer Hamilton LLC for processing, referencing the following:

1. Sourcewell Member Number
2. Contract Quote Number
3. Sourcewell Contract Number: 091423-PHL

All contract quotes require a signature.

Ordering Address:

Palmer Hamilton LLC

143 S. Jackson Street

Elkhorn, WI 53121

contracts@palmerhamilton.com | 800-788-1028

## QUICK DEALER CHECKLIST

- ✓ All purchase orders must be issued to Palmer Hamilton LLC
- ✓ Each PO must include Sourcewell Member Number, Contract Quote Number, and Contract Number.
- ✓ Freight and standard delivery are included within 25 miles.
- ✓ Installation is a separate line item.
- ✓ Tariffs and surcharges must appear as separate line items (even if \$0).
- ✓ Open market items must be clearly separated from contract items.
- ✓ Returns accepted within 30 business days (conditions apply).
- ✓ Quarterly and annual reporting requirements apply.
- ✓ Participating Entities may request a Participating Addendum for local or legal requirements.

## KEY TERMS & EXCLUSIONS

- Products must be new and current models (no used or refurbished unless clearly noted).
- FOB Destination – tailgate delivery standard; setup and debris removal available upon request.
- All products warranted to be free from defects in materials and workmanship.
- Standard Palmer Hamilton warranty applies; extended manufacturer warranties pass through to the Participating Entity.
- Quotes must list all required contract identifiers and line items for delivery, install, décor, etc.
- Quarterly reporting required for all sales (including \$0 quarters).
- Sourcewell membership is required to purchase—registration is free and immediate via sourcewell-mn.gov.

## CONTRACT CONTACTS

Palmer Hamilton Contract Manager:

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

Sourcewell Contact:

Jim Benson | Supplier Development | 877-585-9706

General: sourcewell-mn.gov | info@sourcewell-mn.gov | 877-585-9706