

COSTARS Contract Overview

Contract #: 035-E22-163 – Furniture & Window Treatments
Effective Dates: 07/14/2022 – 07/14/2025 (renewable; currently active)
Vendor #: 201046

SCOPE OF CONTRACT

Palmer Hamilton is an awarded supplier under the Pennsylvania COSTARS Cooperative Purchasing Program for Furniture & Window Treatments. This allows registered COSTARS members (local governments, municipalities, school districts, public authorities, nonprofit educational/health institutions, fire/rescue companies, and state-affiliated entities) to purchase directly under the contract.

Categories include:

- Cafeteria & Dining Furniture
- Casegoods
- Educational & Dormitory Furniture
- Bookcases & Shelving
- Office Furniture
- Library Furniture
- Lounge & Reception
- Meeting/Training Room Furniture
- Outdoor/Patio Furniture
- Seating
- Tables

PRICING & DISCOUNTS

- Standard Discount: 30% off current Palmer Hamilton price list
- Volume Discount: Orders > \$100,000 net – call for additional discounting
- Minimum Order: None required
- FOB Destination: Delivery included statewide
- Ancillary Services: Assembly/Installation negotiable (\$4,000 design fee guideline Special Delivery negotiable)
- Payment Terms: Net 30; 1% late fee per month
- Credit Cards Accepted: Visa, MasterCard, Discover, AmEx (2.5% fee)
- Pricing Firm: For contract term, subject to annual updates

ORDERING & INVOICING

- Orders may be placed directly with Palmer Hamilton or through authorized dealers.
- Purchase Orders must reference COSTARS Contract #035-E22-163.
- Invoices processed directly with Palmer Hamilton unless through a dealer.
- Quarterly sales reporting required; 1% administrative fee remitted to DGS.

AUTHORIZED DEALERS

- ALLEGHANY EDUCATIONAL SYSTEMS INC
- CREATIVE LIBRARY CONCEPTS
- EFS – EDUCATIONAL FURNITURE SOLUTIONS
- FRANKLIN INTEGRATED INTERIORS
- H&H INTERIORS INC.
- HERTZ FURNITURE SYSTEMS
- NICKERSON NEW JERSEY
- NITTANY OFFICE EQUIPMENT INC
- PEMCO EDUCATIONAL FURNITURE
- RALLY ASSOCIATES
- STONE OFFICE INC.
- SUPPLY SOURCE INC. WILLIAMSPORT
- T2B COMMERCIAL INTERIORS
- WB MASON
- WORKSCAPE INC.
- WORKSPACE SOLUTIONS INC

QUICK DEALER CHECKLIST

- ✓ Must be an authorized COSTARS dealer approved by DGS
- ✓ Orders must reference COSTARS contract number
- ✓ FOB Destination – delivery included statewide
- ✓ Minimum order: none
- ✓ Installation quoted separately if required
- ✓ Returns allowed per PH standard warranty
- ✓ Quarterly sales reports due 15th day after quarter end
- ✓ 1% admin fee remitted via PA Supplier Portal

KEY TERMS & EXCLUSIONS

- Warranty: Standard Palmer Hamilton warranty applies
- Returns: Must be coordinated within 30 days if defective/incorrect
- Contract renews annually with administrative fee payment

CONTRACT CONTACTS

Palmer Hamilton Contracts Manager:
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COSTARS Program Office:
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