

North Carolina State Term Contract

Contract #: 5610A | Solicitation #: DPC-926634448-BAJ

Effective Dates: July 15, 2024 – July 14, 2027 (with two optional 2-year renewals)

SCOPE OF CONTRACT

Palmer Hamilton has been awarded the North Carolina Statewide Term Contract for Furniture, providing eligible state agencies, universities, and community colleges (unless exempt) with competitively priced, commercial-grade furniture. Local governments and schools may also participate if permitted. Correction Enterprises preference applies: agencies must buy from CE unless a waiver is granted.

The contract covers 17 categories of furniture, including:

- Casegoods
- Classroom furniture
- Bookcases
- Ergonomic chairs & task seating
- Office systems & modular furniture
- Folding, mobile, stacking furniture
- Upholstered seating
- Dining/cafeteria furniture
- Metal storage & cabinets
- Dormitory/residential furniture
- Library & media furniture
- Computer lab furniture
- Outdoor furniture
- Conference & training room furniture
- Lounge/soft seating
- Collaborative/innovative learning furniture
- Specialty furniture (makerspace/STEM)

PRICING & DISCOUNTS

- 36% off MSRP
- Minimum order: \$250 qualifies for prepaid FOB shipping. Orders under \$250 may include actual shipping charges (no surcharges permitted).
- FOB Destination – inside delivery, setup for use, debris removal included.
- Installation allowed only for complex/custom furniture and must be quoted as a separate line item.
- Pricing firm for the first year; annual increases allowed with justification.
- NC eProcurement transaction fees apply.
- Restocking Fee: 25%.

ORDERING & INVOICING

- Orders must be placed through NC E-Procurement / Ariba Network (Punch-Out or Line-Item catalog).
- Orders may be placed directly with Palmer Hamilton or through Authorized Dealers.
- All authorized dealers are listed in Attachment J of the contract.

AUTHORIZED DEALERS

Alfred Williams & Company • Brame Office Specialty • Bumbarger's Inc dba Ideal Office Worx • Carolina Furnishing + Design • Dew-El • Forms & Supply (FSI Office) • Hertz Furniture - Corp Office • Indicott Group LLC • Interior Elements • Interior Systems • Kay-Twelve, LLC • Perfection Equipment Company, Inc. • Progressive Business Solutions • Ray Shaw Office Supplies, Inc. dba Shaw Office Supplies • Reidsville's Office City • Savannah J Design Solutions, LLC • School & Office Supply • Simmons Office Interiors (NC) • Storr Office Environments • Young Office Environments, Inc.

QUICK DEALER CHECKLIST

- ✓ Must be an authorized dealer approved by NC P&C.
- ✓ Orders placed through NC E-Procurement / Ariba.
- ✓ Minimum order \$250 for prepaid FOB.
- ✓ Freight & inside delivery included.
- ✓ Installation optional, separate line item for complex items.
- ✓ Returns accepted within 30 business days (conditions apply).
- ✓ 1% administrative fee remitted via NC eProcurement system.
- ✓ Quarterly and annual reporting requirements must be met.

KEY TERMS & EXCLUSIONS

- FOB Destination – Inside delivery, setup, debris removal included.
- Excluded Products: Used, remanufactured, or refurbished items are not allowed.
- Warranty: Standard Palmer Hamilton warranty applies.
- Returns: Accepted up to 30 business days for stock, defective, or incorrect items with full refund/credit.

CONTRACT CONTACTS

Palmer Hamilton Contract Manager:

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

State Procurement Office:

Contract Administrator: Bahaa Jizi | 984-236-0218 | bahaa.jizi@doa.nc.gov

Contract Manager: Jackson Alspaugh | 984-236-0268 | jackson.alspaugh@doa.nc.gov