

COSTARS CONTRACT

Contract #: 035-E22-163 – Furniture & Window Treatments
Effective Dates: 07/14/2022 – 07/14/2026 (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 to purchase directly under the contract.

Eligible Members Include:

Local governments, municipalities, school districts, public authorities, nonprofit educational and health institutions, fire/rescue companies, and state-affiliated entities.

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
- Excludes: Décor

PRICING & DISCOUNTS

- Standard Discount: 30% off current Palmer Hamilton price list
- Volume Discount: Orders over \$100,000 net, contact Palmer Hamilton for additional discount review
- Minimum Order: None
- FOB Destination: Delivery included statewide
- Installation / Assembly: Quoted separately as needed
- Special Delivery Services: Quoted as needed
- Payment Terms: Net 30
- Credit Cards Accepted: Visa, MasterCard, Discover, American Express (2.5% processing fee)
- Pricing Firm: For current contract term, subject to approved annual updates

ORDERING & INVOICING

Purchase Orders may be issued directly to Palmer Hamilton LLC or through an Authorized COSTARS Dealer approved to transact under the contract.

All Purchase Orders should reference:

- COSTARS Contract #035-E22-163
- Palmer Hamilton LLC
- Applicable contract pricing
- End username and delivery information

Orders placed directly with Palmer Hamilton may be remitted to:

- Palmer Hamilton LLC
- c/o Servicing Dealer if applicable
- 143 S. Jackson Street
- Elkhorn, WI 53121-1911
- Phone: 800-788-1028
- Email: Contracts@palmerhamilton.com

Dealer-managed orders may be processed directly through the authorized dealer.

DEALER-HELD ORDERS REQUIREMENTS

When an authorized dealer is holding the paper under the contract, the following documentation should be provided to Palmer Hamilton at time of order entry:

- Dealer Purchase Order to Palmer Hamilton
- End user Purchase Order to dealer, if applicable
- Dealer quote or sales order referencing the contract number
- Complete ship-to information
- Approved product specifications, finishes, and color selections
- Installation scope and site contact information, if applicable
- Requested delivery date
- Tax exemption certificate, if applicable
- Any special terms, inside delivery, or site access restrictions

PRICING & COMPLIANCE

Dealer pricing must align with awarded contract terms. Any dealer-added services, installation, or freight charges must be clearly identified and compliant with contract requirements.

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

- ✓ Authorized COSTARS dealer status confirmed
- ✓ Orders reference COSTARS Contract #035-E22-163
- ✓ Delivery included statewide unless otherwise quoted
- ✓ No minimum order required
- ✓ Installation quoted separately if needed
- ✓ Dealer PO submitted to Palmer Hamilton
- ✓ End user PO provided when applicable
- ✓ Complete ship-to and contact information included
- ✓ Finishes and specifications approved prior to order
- ✓ Requested delivery date provided
- ✓ Quarterly reporting required
- ✓ 1% admin fee applies

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:

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

COSTARS Program Office:

GS-PACostars@pa.gov | 1-866-768-7827

Rhonda M. Brown | rhobrown@pa.gov | COSTARS Commodity Specialist