

NEW YORK STATE OGS CONTRACT – FURNITURE, ALL TYPES

(except Hospital Room & Patient Handling)

NYS OGS Contract Number: PC70254

Group 20915 Award 23295

Term: February 29, 2024 – December 1, 2028

SCOPE OF CONTRACT

Palmer Hamilton has been awarded a New York State Office of General Services (OGS) Statewide Contract for Furniture, All Types (except Hospital Room and Patient Handling). This contract enables eligible New York State Authorized Users to purchase awarded Palmer Hamilton products at contract-discounted pricing without the need for a separate bid.

[Award 23295 - Contractor Information | Office of General Services](#)

Outdoor furniture is not an awarded category under this contract and is not available for purchase through NYS OGS PC70254.

- Awarded Categories: 1, 2, 3, 6, 7, 8, 10
- Minimum Order: \$5,000
- Orders below minimum may be accepted with freight prepaid and added to invoice.
- Delivery: 76 days after receipt of purchase order with complete color information and approvals.
- Restocking Fee: 25% of net price
- Product eligibility should be confirmed prior to quoting, as awarded product lines are based on the official OGS price list.

PRICING & DISCOUNTS

Discount Structure (Off List Price):

- \$0 to \$199,000: 37%
- \$200,000 to \$300,000: 38%
- \$300,001 to \$400,000: 39%
- \$400,001 and above: 40% (per awarded tier)

Inside Delivery (as % of Final Price):

- Downstate: 25%
- Upstate: 20%

Installation (as % of Final Price):

- Downstate: 45%
- Upstate: 35%

Downstate includes NYC metro area (Rockland, Westchester, Nassau, Suffolk, Queens, Kings, New York, Bronx, Richmond counties). Upstate includes the remainder of NYS.

Delivery fees must be agreed upon prior to delivery and may not exceed posted OGS percentages.

ORDERING & INVOICING

Purchase Orders may be issued directly to Palmer Hamilton LLC or through authorized NYS contract dealers, based on current reseller status.

All purchase orders must reference:

- Contract Number PC70254
- Palmer Hamilton LLC as Contractor
- Applicable Contract Pricing / Discount
- NYS Vendor ID #1100046040
- Authorized User name and purchase order number when applicable

When an authorized reseller is holding the paper, complete supporting documentation is required to confirm pricing, scope, and contract compliance.

DEALER-HELD ORDER REQUIREMENTS

When an authorized reseller is holding the paper, the following documentation is required to process the order:

- Dealer purchase order issued to Palmer Hamilton
- End user purchase order issued to the authorized reseller
- Dealer quote to the end user referencing NYS OGS Contract PC70254
- Final order details aligned with approved contract pricing and scope

This ensures pricing consistency, accurate documentation, and efficient order processing.

QUOTE REQUIREMENTS

Palmer Hamilton issued quotations should be used as the official manufacturer pricing documents. Dealer and customer purchase orders should reference the applicable Palmer Hamilton quote number whenever possible to ensure pricing accuracy and efficient processing.

Orders referencing third-party proposals may require clarification prior to acceptance.

AUTHORIZED DEALERS

Authorized resellers may receive payment directly where indicated on the OGS reseller listing.

- A.R. Kropp LLC d/b/a A.R. Kropp Co. and Sons
- Allegheny Educational Systems Inc
- Buffalo Office Interiors
- CNY Office
- Contract Interior Solutions, LLC
- Creative Office Concepts d/b/a Creative Library Concepts **
- Cueva Contract Inc. d/b/a Interior Innovations
- DRB Business Interiors Inc
- Eaton Office Supply **
- Facilities Equipment & Service, Inc. (FES)
- Hertz Furniture Systems
- Indoff Inc
- Intivity, Inc.
- Mid-City Office Equipment, Inc.
- Millington Lockwood, Inc.
- MMR Enterprises, Inc. d/b/a SCI Furniture
- Nickerson NY, LLC
- The Prentice Group of NY d/b/a Prentice Office Environments
- STILATO, LLC d/b/a Stilato Office Interiors
- Syracuse Office Environment
- W.B. Mason Co., Inc.
- Workplace Interiors of Buffalo LLC
- Workspace Consulting Group

* For certain transactions, purchase orders must be issued directly to Palmer Hamilton LLC to ensure contract compliance and proper processing.

QUICK DEALER CHECKLIST

- ✓ Confirm requested products are contract eligible
- ✓ Reference PC70254 on all quotes and purchase orders
- ✓ Apply correct pricing tier
- ✓ Confirm delivery region (Upstate vs Downstate if applicable)
- ✓ Identify installation needs before order entry
- ✓ If dealer holds paper, submit complete supporting documents
- ✓ Final PO should match approved contract quotation

KEY TERMS & EXCLUSIONS

- Inside Delivery applies to free-standing furniture only
- Installation required for systems furniture, high-density filing, and KD furniture
- No KD furniture is accepted unless assembled upon receipt
- Product warranties vary by product, generally 5 to 15 years
- Contract active through December 1, 2028

CONTRACT CONTACTS

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