143 S. Jackson Street • Elkhorn, WI 53121-1911
palmerHamilton.com

STATE OF GEORGIA STATEWIDE CONTRACT ORDERING INSTRUCTIONS

Office, Computer, and Educational Furniture
Contract Number: SWC 99999-001-SPD0000198-0045A
Term: 12/1/2025 – 11/30/2026 with two (2) one-year options for renewal through October 2028

Palmer Hamilton LLC is a contracted supplier for Office, Computer, and Educational Furniture. Authorized Users may purchase through Palmer Hamilton or an approved servicing dealer using the State-approved pricing and ordering process below.

CONTRACTED PRODUCT CATEGORIES & DISCOUNTS

Product Category	Dock Delivery	Inside Delivery	Delivery & Installed
C-8 Modular: Bookstore Fixture & Shelving Systems	53.4%	50.4%	44.4%
C-10 Modular: Carrels/Library	53.4%	50.4%	44.4%
C-23 Seating (10) Lounge Chairs	53.4%	51.4%	49.4%
C-23 Seating (14) Benches	53.4%	51.4%	49.4%

Pricing basis: *Discounts are applied to Palmer Hamilton's most current State-approved Price Book. Awarded discount percentages remain the minimum and may be increased, but not decreased, during the contract term, renewals, or extensions.*

HOW TO ORDER

- Request a formal State contract quote from Palmer Hamilton or an Authorized Servicing Dealer listed below.
- The quote must reference SWC 99999-001-SPD0000198-0045A and use the applicable State-approved pricing.
- The end user must sign the contract quote before the order can be processed.
- Issue the purchase order to Palmer Hamilton LLC or the Authorized Servicing Dealer providing the quote.
- The PO must reference SWC 99999-001-SPD0000198-0045A. Submit the signed contract quote with the PO.

IMPORTANT ORDERING REQUIREMENTS

- Quote and PO pricing must match the approved Statewide Contract Price Book.
- The published Price Book and Team Georgia Marketplace catalog must remain aligned.
- Orders are fulfilled under the selected method: Dock Delivery, Inside Delivery, or Delivery & Installed.

AUTHORIZED SERVICING DEALERS

- Best Office Solutions
- Corporate Environments
- Empire Office
- Ernie Morris Enterprises
- H.E. Hodge Company, Inc.
- Millennium Seating
- Perimeter Office Products
- School and Office Supply

CONTRACT CONTACTS

Palmer Hamilton: Pamela Gannon | Contracts Manager contracts@palmerhamilton.com (800) 788.1028 ext. 919
State of Georgia: Yasmin Lockhart | Department of Administrative Services, State Purchasing Division | Yasmin.Lockhart@doas.ga.gov