



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

MHEC / STATE OF CONNECTICUT CONTRACT

FURNITURE AND ACCESSORIES

MHEC Contract Number: MC13-C07

Connecticut DAS Contract / Solicitation Number: 25PSX0057

Term: Effective 5/20/2026 through 12/31/2030

SCOPE OF CONTRACT

Palmer Hamilton has been awarded under the Massachusetts Higher Education Consortium (MHEC) MC13-C07 Furniture and Accessories contract. The State of Connecticut Department of Administrative Services (DAS) participates through CTSource under Solicitation Number 25PSX0057 for eligible Connecticut entities. This contract supports the acquisition of furniture, accessories, and related services for eligible MHEC members and participating Connecticut users, subject to the applicable MHEC, Connecticut DAS, and CTSource ordering requirements.

Awarded product eligibility should be confirmed prior to quoting, as awarded product lines, services, surcharges, and dealer routing must align with the approved MHEC offer table and current pricing on file.

- Awarded Categories: tables, seating, dining and cafeteria furniture, library furniture, shelving, workstations and systems, accessories, outdoor furniture, space planning/design services, early childhood furniture, maker space furniture, architectural wall, partitions/screens, and related product categories.
- Price List: 0726 Catalog.
- Minimum Order: None.
- Delivery: FOB Destination. Standard dock-to-dock freight is included at no charge.
- Standard Delivery Includes: tailgate delivery, blanket wrapping, and ramp for unloading.

PRICING & DISCOUNTS

Discount Structure (off Palmer Hamilton Price List – Dock Delivery):

- \$0 to \$100,000: 37%
- \$100,001 to \$250,000: 38%
- \$250,001 and above: 39%

Freight:

- Dock-to-dock freight: No charge.
- Special delivery conditions, special shipping methods, non-standard packaging, ferry transport, and other project-specific delivery needs may require additional freight, handling, or packaging charges.
- Tariff surcharges are not included in the published price list due to market fluctuation. Any tariff surcharge must be submitted to and approved by MHEC through the pricing modification process before being applied to MHEC orders. If approved, the surcharge will be listed as a separate line item on the quote.
- Administrative Fee: 1% of sales of goods and services to subcontractors, or by dealers for the use of member organizations.

RELATED SERVICES

- Installation, training, service support, wall pocket systems, PH Design, and other specialty services may be available when included in the awarded scope and quoted by Palmer Hamilton.
- Installation and specialty services are quoted separately based on project requirements, site conditions, and applicable labor requirements, including union or prevailing wage requirements when applicable.
- Standard design services may be quoted under a separate agreement. Additional design time and specialty design programs may require separate pricing.
- Wall Pocket Systems, PH Design/Esports, and PHabLAB designs are excluded from standard install pricing and require custom quoting and consultation.

ORDERING & INVOICING

Purchase orders may be issued to Palmer Hamilton LLC or to confirmed authorized dealers when the dealer is holding the paper. Purchase orders and related documentation should reference the applicable contract identifiers and align with the approved Palmer Hamilton contract quote.

All purchase orders should reference:

- MHEC Contract Number: MC13-C07
- Connecticut DAS Contract / Solicitation Number: 25PSX0057, when used by a Connecticut participating entity
- Palmer Hamilton LLC or confirmed authorized dealer holding the paper, as applicable
- Applicable Palmer Hamilton quote number
- Applicable contract pricing/discount
- End user name and purchase order number

Connecticut standard payment terms are listed as Net 45 or Prompt Payment Discount.

The Connecticut Standard Terms state that the contract itself is not authorization to begin performance. Work should not begin until a properly issued purchase order has been received.

Ordering Address:
Palmer Hamilton LLC
143 S. Jackson Street
Elkhorn, WI 53121

CONNECTICUT DAS / DEALER HELD ORDERS

For Connecticut orders, please check with Contracts before order entry to confirm any CTSource requirements, required uploads, insurance, PO routing, payment setup, or project-specific labor requirements.

Dealer-held orders must include:

- Dealer PO issued to Palmer Hamilton
- End-user PO referencing MHEC MC13-C07 and, if applicable, CTSource Solicitation #25PSX0057
- Dealer quote to the end user referencing the same contract information
- Final order details matching the approved contract pricing and scope

Contracts can prepare a Palmer Hamilton contract quote for the dealer to mirror, when needed, to ensure consistent contract pricing.

AUTHORIZED DEALERS

The following authorized dealers are confirmed for both Connecticut and MHEC and may hold the paper where applicable:

- Hertz Furniture Systems
- Learning Interiors
- Nickerson NY
- Prosystem Installation (PSI)
- Red Thread
- Singer Equipment
- Suburban Stationers
- WB Mason

KEY TERMS & EXCLUSIONS

- Delivery is generally to a loading dock or receiving area unless otherwise specified.
- Installation requires a clean job site with adequate access for unloading, staging, moving, and handling.
- Additional charges may apply for special delivery conditions, after-hours work, union labor, electrical work, storage, delayed installation, or other project-specific needs.
- Returns, cancellations, and custom orders are subject to Palmer Hamilton's standard policies.
- Price increases, including any tariff surcharge, must be submitted to and approved by MHEC before being applied to member purchases.
- Substitutions are not allowed without approval from the ordering department.
- Members are responsible for ensuring site access and meeting applicable delivery, installation, and labor requirements, including prevailing wage requirements when applicable.

CONTRACT CONTACTS

Palmer Hamilton Contact: Pamela Gannon | contracts@palmerhamilton.com | 800.788.1028
MHEC Contact: Melanie Soter | Strategic Sourcing Manager | msoter@mhec.net