

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

December 20, 2023

VIA EMAIL ONLY

Eric Schroeder
Allsteel LLC
600 E 2nd St
Muscatine, IA 52761
schroedere@hnicorp.com

RE: Office Furniture and Related Services-Allsteel
CONTRACT NUMBER: 4400026017 T-NUMBER: 92933
NOTIFICATION OF AWARD

Dear Mr. Schroeder:

This is official notification that the contract referenced above has been awarded to your company based on the attached Participating Addendum for NASPO ValuePoint Cooperative Program and the State of Utah Master Agreement No. MA3963. Enclosed is a copy of the contract award. This contract shall be effective until January 21, 2028, or until such time that this office informs you by thirty (30) days written notice that this contract will be cancelled.

Allsteel LLC shall submit detailed contract usage reports quarterly to the State Procurement Analyst (SPA) for this contract in accordance with the below schedule. Initiation and submission of the quarterly reports to the SPA is the responsibility of the Contractor without prompting or notification by the SPA. If these reports are not submitted in a timely manner, the Office of State Procurement (OSP) shall have the right to terminate the contract.

The specific usage report content, scope, and format requirements is available on the Office of State Procurement website under Vendor Resources/Vendor Forms: <https://www.doa.la.gov/doa/osp/vendor-resources/>. In addition, the person's name who compiled the report and their contact information shall be provided. OSP reserves the right to request copies of any purchase orders issued against the contract.

The usage reports shall be submitted utilizing this format or an equivalent format that has been pre-approved by the Office of State Procurement.

Mr. Schroeder
December 20, 2023

Schedule for submittal of usage reports:

<u>Quarter</u>	<u>Reporting Period</u>	<u>Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

The Contractor shall pay a one percent (1%) administrative fee or rebate to the State of Louisiana, Office of State Procurement (OSP) in exchange for the management and facilitation of State Contract Number 4400026017. The administrative fee or rebate shall be submitted quarterly and shall be based on the total net (gross sales minus returns, credits and deductions) sales made to entities located in the State of Louisiana through State Contract Number 4400026017. Initiation and submission of the administrative fee or rebate to OSP is the responsibility of the Contractor without prompting or notification by the State Procurement Analyst (SPA). If these administrative fees or rebates are not submitted in a timely manner, OSP shall have the right to terminate this Participating Addendum and State Contract Number 4400026017.

The check is to be made payable to: Louisiana DOA – Office of State Procurement. The check is to be mailed or sent through a courier service to the following address: Office of State Procurement, Attn: OSP Receivables Specialist, 1201 North 3rd Street, Claiborne Building - Suite 2-160, Baton Rouge, LA 70802. The calculation of the administrative fee or rebates shall begin immediately upon execution of the contract and payment shall be made in accordance with the following schedule:

<u>Quarter</u>	<u>Payment Period</u>	<u>Payment Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

NOTE: CONTRACTOR SHALL INDICATE STATE CONTRACT NUMBER 4400026017 ON THE REMITTANCE. WHEN SUBMITTING ONE (1) REMITTANCE FOR MORE THAN ONE (1) CONTRACT, CONTRACTOR SHALL INDICATE ALL STATE CONTRACT NUMBERS AND THE AMOUNT FOR EACH.

Enclosed is a copy of the contract. If you have designated certain vendors as authorized distributors for this contract, it will be your responsibility as prime contractor to send copies of this award to each distributor. Prior approval from this office must be obtained before additional distributors may be added.

If you have any questions, please contact me at (225) 342-8465 or by email at ben.james@la.gov.

Mr. Schroeder
December 20, 2023

Sincerely,



Ben James
State Procurement Analyst

Enclosure(s)



STATE OF LOUISIANA

Competitive Contract

Vendor: 310031729
Company
ALLSTEEL LLC
600 E 2ND ST
MUSCATINE IA 52761
Phone : 563-272-7386
Fax : 563-272-4887

T Number: 92933
Version: 1
LAPS Contract: Yes
Fiscal Year: 2023
Min.Ord.Value: 0.00
Distributor Contract: Yes
PCard:Yes
Co-op Agreement:Yes

Contract number: 4400026017
Description: Office Furniture & Rltd Svcs-Allsteel

Buyer Information

Name: DANIEL JAMES
Tel Number: 2253428465
Email: ben.james@la.gov

SEBD Vendor: No
SEHI Vendor: No
VSE Vendor: No
DVSE Vendor: No
Contract Valid Dates:
12/18/2023 - 01/21/2028

Supplier Text: Statewide Contract to provide Allsteel Brand Name Office Furniture and Related Services (2023-2028) in accordance with the NASPO ValuePoint Cooperative Purchasing Program and the State of Utah Master Agreement # MA3963. Purchase order to reference Master Agreement No. MA3963 and State Contract No. 4400026017.

The following products or services are included under this State Contract No. 4400026017:

Office Seating and Accessories
Lounge and Public Seating
Desks and Tables and Accessories
Panel Systems and Accessories
Storage and Accessories

Architectural Products and Accessories

Design Services - which include space planning, furniture migration strategies, reconfiguration of existing panel system or architectural products, assistance with furniture selection, interior office design, and computerized installation drawings.

Installation Services

The following products or services are excluded from purchase under this State Contract No. 4400026017:

Professional Services, beyond those services listed in the Master Agreement
Consulting Services
Lease Agreements

Do not issue purchase orders to Allsteel LLC.

Recommending Approval:

Approved by:

Contract number: 4400026017 T Number: 92933	Vendor: 310031729 Distributor Contract: YES	Page 2 of 5
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General Office Supply Company, Inc. is the exclusive distributor for Allsteel in the State of Louisiana. Purchase orders shall be made out to them. All orders should contain the following:

1. Mandatory Language - "PO is subject to NASPO ValuePoint Master Agreement No. MA3963 and State Contract No. 4400026017."
2. Your name, address, email address, and phone number.
3. Purchase order amount and itemized list of items and/or services to be delivered from the contract.

Contact Person:

Dena Bates

Email: batesd@hnicorp.com

Phone: (563) 299-2949

Contract documents include:

Attachment A - Participating Addendum - Pages 1-15 Attachment B - Discount Matrix - Page 1

Notice to Vendor:

Line	Material No.	Description	Prod. Cat.	UOM	Net Price	Discount
	Supplier Part No.					
1		Allsteel Office Furniture Office Furniture and Related Services from Allsteel. Please see Attachment B - Discount Matrix for pricing. Quote must accompany purchase order.	56112104		0.00000	

Standard Terms and Conditions

1. THIS IS NOT AN ORDER TO SHIP (OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE ISSUING AGENCY PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE IV AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

8. IN ACCORDANCE WITH LA R.S. 39:1602.1, FOR ANY CONTRACTS WITH A VALUE OF \$100,000 OR MORE AND FOR ANY VENDOR WITH 5 OR MORE EMPLOYEES, THE VENDOR CERTIFIES THAT IT IS NOT ENGAGING IN A BOYCOTT OF ISRAEL AND IT WILL, FOR THE DURATION OF ITS CONTRACTUAL OBLIGATIONS, REFRAIN FROM A BOYCOTT OF ISRAEL.

9. CONTRACT CANCELLATION

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT IMMEDIATELY FOR ANY OF THE FOLLOWING REASONS: (A) MISREPRESENTATION BY THE CONTRACTOR; (B) CONTRACTOR'S FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE OF LOUISIANA; (C) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (D) ABUSIVE OR BELLIGERENT CONDUCT BY CONTRACTOR TOWARDS AN EMPLOYEE OR AGENT OF THE STATE; (E) CONTRACTOR'S INTENTIONAL VIOLATION OF THE PROCUREMENT CODE (LA. R.S. 39:1551 ET SEQ.) AND ITS CORRESPONDING REGULATIONS; OR, (F) ANY LISTED REASON FOR DEBARMENT UNDER LA. R.S. 39:1672.

THE STATE OF LOUISIANA MAY TERMINATE THE CONTRACT FOR CONVENIENCE AT ANY TIME (1) BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION: OR (2) BY NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE. THE STATE SHALL PAY CONTRACTOR FOR, IF APPLICABLE: (A) DELIVERABLES IN PROGRESS; (B) THE PERCENTAGE THAT HAS BEEN COMPLETED SATISFACTORILY; AND, (C) FOR TRANSACTION-BASED SERVICES UP

Contract number: 4400026017 T Number: 92933	Vendor: 310031729 Distributor Contract: YES	Page 4 of 5
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TO THE DATE OF TERMINATION, TO THE EXTENT WORK HAS BEEN PERFORMED SATISFACTORILY.

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT FOR CAUSE BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION FOR ANY OF THE FOLLOWING NON-EXCLUSIVE REASONS: (A) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (B) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; OR, (C) ANY OTHER BREACH OF CONTRACT.

Contract number: 4400026017 T Number: 92933	Vendor: 310031729 Distributor Contract: YES	Page 5 of 5
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CONTRACT DISTRIBUTORS:

310012819
GENERAL OFFICE SUPPLY CO INC
3045 W PINHOOK RD
LAFAYETTE LA 70508
Telephone: 337-237-2563
Fax: 337-234-2287

**NASPO ValuePoint COOPERATIVE PURCHASING PROGRAM
PARTICIPATING ADDENDUM ("Addendum")**



**Office Furniture and Related Services (2023 – 2028)
Administered by the State of Utah ("Lead State")**

MASTER AGREEMENT
No. MA3963

Allsteel LLC ("Contractor")

And

The State of Louisiana ("Participating State")
Participating State Contract Number: 4400026017

The following products or services are included under this Participating Addendum and State Contract Number 4400026017:

- Category 1: Office Seating and Accessories
- Category 2: Lounge and Public Seating
- Category 3: Desks and Tables and Accessories
- Category 4: Panel Systems and Accessories
- Category 5: Storage and Accessories
- Category 6: Architectural Products and Accessories

The following products or services are **excluded** from purchase under this Participating Addendum and State Contract Number 4400026017:

- Professional Services, beyond those services listed in the Master Agreement
- Consulting Services
- Lease Agreements

1. Scope

This Participating Addendum covers the Office Furniture and Related Services (2023 – 2028) led by the State of Utah along with a multi-state sourcing team for use by all state agencies and local government entities, institutions of higher education, and school districts located in the State of Louisiana who are authorized by the State of Louisiana statutes to utilize state contracts.

2. Participation

Use of specific NASPO ValuePoint cooperative contracts by State agencies, political subdivisions and other entities (including cooperatives) authorized by the State of Louisiana's statutes to use state contracts are subject to the prior approval of the State of Louisiana's Chief Procurement Officer. Issues of interpretation and eligibility for participation in the State's program are solely within the authority of the State Chief Procurement Officer.

3. Term

The term of this Participating Addendum and State Contract Number 4400026017 shall be effective

upon the date of final execution below (the "Effective Date") by the State of Louisiana through January 21, 2028, unless otherwise terminated in accordance with the termination provisions of this Participating Addendum or the Master Agreement. This Participating Addendum and State Contract Number 4400026017 may be extended in accordance with the terms and conditions of the Master Agreement.

4. Non-Exclusive Contract

This Participating Addendum and State Contract Number 4400026017 are non-exclusive and shall not in any way preclude State Agencies or Political Subdivisions of the State of Louisiana from entering into similar agreements, contracts and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources.

5. Modifications and/or Additions to the Master Agreement

Any limitations, modifications, or additions specified herein apply only to this Participating Addendum and the relationship between the State of Louisiana and Allsteel LLC and shall not amend or affect other Participating Addendums or the Master Agreement itself.

A. Administrative Fee or Rebate:

The Contractor shall pay a one percent (1%) administrative fee or rebate to the State of Louisiana, Office of State Procurement (OSP). The administrative fee or rebate shall be submitted **quarterly** and shall be based on the total net (gross sales minus returns, credits and deductions) sales made to entities located in the State of Louisiana through State Contract Number 4400026017. Initiation and submission of the administrative fee or rebate to OSP is the responsibility of the Contractor without prompting or notification by the State Procurement Analyst (SPA). If these administrative fees or rebates are not submitted in a timely manner, OSP shall have the right to terminate this Participating Addendum and State Contract Number 4400026017.

The check is to be made payable to: Louisiana DOA-Office of State Procurement. The check is to be mailed or sent through a courier service to the following address: Office of State Procurement, Attn: OSP Receivables Specialist, 1201 North 3rd Street, Claiborne Building - Suite 2-160, Baton Rouge, LA 70802. Payment shall be made in accordance with the following schedule:

<u>Quarter</u>	<u>Payment Period</u>	<u>Payment Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

NOTE: CONTRACTOR SHALL INDICATE STATE CONTRACT NUMBER 4400026017 ON THE REMITTANCE. WHEN SUBMITTING ONE (1) REMITTANCE FOR MORE THAN ONE (1) CONTRACT, CONTRACTOR SHALL INDICATE ALL STATE CONTRACT NUMBERS AND THE AMOUNT FOR EACH.

B. Usage Reports:

The Contractor shall submit detailed contract usage reports **quarterly** to the State Procurement Analyst (SPA) for State Contract Number 4400026017 in accordance with the below schedule. Initiation and submission of the quarterly reports to the SPA is the

responsibility of the Contractor without prompting or notification by the SPA. If these reports are not submitted in a timely manner, the Office of State Procurement (OSP) shall have the right to terminate this Participating Addendum and State Contract Number 4400026017.

The specific usage report content, scope, and format requirements are available on the OSP website under Vendor Resources/Vendor Forms:
<https://www.doa.la.gov/doa/osp/vendor-resources/>.

In addition, the person's name who compiled the report and their contact information shall be provided. OSP reserves the right to request copies of any purchase orders issued against State Contract Number 4400026017.

The usage reports shall be submitted utilizing this format or an equivalent format that has been pre-approved by OSP. Schedule for submittal of usage reports:

<u>Quarter</u>	<u>Reporting Period</u>	<u>Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

C. Modifications:

No amendment or modification, except for those outlined within the below Section D. Amendments, of the terms of this Participating Addendum shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in this Participating Addendum is binding on any of the parties.

D. Amendments:

Any further price increase or product updates which create an Amendment to the Master Agreement after the Effective Date of this Participating Addendum, that have been approved by the Lead State, will be applicable to this Participating Addendum. Any other Amendments to the Master Agreement, that have been approved by the Lead State, will not be applicable to this Participating Addendum and will not be valid unless made in writing as an amendment to this Participating Addendum, signed by the parties and approved as required by the laws of the State of Louisiana. No oral understanding or agreement not incorporated in this Participating Addendum is binding on any of the parties.

E. Insurance:

The Contractor shall purchase and maintain for the duration of this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017, the following insurance in the amounts and with the conditions set forth as follows:

Minimum Scope and Limits of Insurance

1. Workers Compensation

Workers Compensation Insurance shall be in compliance with the Workers Compensation laws of the State of the Contractor's headquarters. Employer's liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

2. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability Occurrence Coverage Form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired, and non-owned automobiles.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages

- a. The Agency, its officers, agents, employees, and volunteers shall be named as an additional insured. ISO form CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalent, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees, and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
- c. The coverage requested may be provided through a combination of primary policies with umbrella or excess coverage. The amount of insurance required in this section may be satisfied by multiple policies which, when combined, meet or exceed the minimum limits of insurance specified.

2. Workers Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees, and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

- a. All policies must be endorsed to require 30-day written notice of cancellation to the Agency as per Policy provisions. Ten (10) day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Agency of policy cancellations or reductions in limits.
- b. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant Certificate of Insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees, and volunteers.

Acceptability of Insurers

1. All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for worker's compensation only.
2. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

Verification of Coverage

1. Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter.

2. The Certificate Holder shall be listed as follows:

State of Louisiana
Office of State Procurement
1201 N. 3rd Street, Claiborne Bldg., Suite 2-160
Baton Rouge, LA 70802
Contract # 4400026017

3. Upon failure of the Contractor to furnish, deliver, and maintain such insurance, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

Subcontractors

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

Workers Compensation Indemnity

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents, and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents, and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents, and employees shall in no circumstance be, or considered as, the employer or statutory employer of the Contractor, its owners, agents, and employees. The parties further agree that the Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify, and hold the State of Louisiana, its departments, agencies, agents, employees harmless from any such assertion or claim that may arise from the performance of this contract.

Indemnification/Hold Harmless Agreement

1. Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards, and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, costs, expenses, and liability arising out of injury or death to any person or the damage, loss, or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or reasonable attorney fees incurred by Contractor as a result of any claims, demands, suits, or causes of action except those claims, demands, suits, or causes of action arising out of the negligence or willful misconduct of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees, and volunteers.

2. Contractor agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false, or fraudulent, provided the State shall give Contractor written notice of any such claim for which indemnification is sought hereunder. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of such claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for such claims.

F. Assignment:

The Contractor shall not assign any interest in this Participating Addendum or State Contract Number 4400026017 by assignment, transfer or novation without prior written consent of the State. This provision shall not be construed to prohibit the Contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

G. Termination:

The State of Louisiana has the right to terminate this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 immediately for any of the following reasons: (a) misrepresentation by the Contractor; (b) Contractor's fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the State of Louisiana; (c) conflict of contract provisions with constitutional or statutory provisions of State or Federal Law; (d) abusive or belligerent conduct by the Contractor towards an employee or agent of the State of Louisiana; (e) Contractor's intentional violation of the Louisiana Procurement Code (La. R.S. 39:1551 et seq.) and its corresponding regulations; or, (f) any listed reason for debarment under La. R.S. 39:1672.

Termination for Cause:

The State of Louisiana may terminate this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 for cause based upon the failure of Contractor to comply with the terms and/or conditions of this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017, provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

Termination for Convenience:

The State of Louisiana or Contractor may terminate this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 for convenience at any time (1) by giving thirty (30) days written notice to the other party of such termination; or (2) by negotiating with the other party an effective date. The State shall pay the Contractor for, if applicable: (a) deliverables in progress; (b) the percentage that has been completed satisfactorily; and, (c) for transaction-based services up to the date of termination, to the extent work has been performed satisfactorily.

Termination for Non-Appropriation of Funds:

The continuation of this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 is contingent upon the continuation of an appropriation of funds by the legislature to fulfill the requirements of this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017. If the legislature fails to appropriate sufficient monies to provide for the continuation of this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriations for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017; this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

The Contractor should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

H. Default of Contractor:

Failure to provide goods and/or services within the time frame(s) specified and according to the other terms and conditions specified in this Participating Addendum and State Contract Number 4400026017 constitutes a default by the Contractor and may cause cancellation of this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017. Where the State has determined the Contractor to be in default, and subject to Contractor's right to cure as provided in this Participating Addendum, the State reserves the right to purchase any or all products or services, comparable in function, quality, and cost, covered by this Participating Addendum, State Contract Number 4400026017 or any order issued pursuant to State Contract Number 4400026017 on the open market and to charge the Contractor with cost in excess of the contract price incurred by the Participating Entity for Contractor's non-performance. Until such assessed charges have been paid, no subsequent bid from the defaulting Contractor will be considered.

I. Governing Law:

This Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Participating Addendum, State Contract Number 4400026017, or any order

issued pursuant to State Contract Number 4400026017 shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

J. Taxes:

With respect to sales to the State of Louisiana, any taxes, other than State and local sales and use taxes from which the State of Louisiana is exempt, shall be assumed to be included within the total cost.

K. Electronic Vendor Payment Solutions:

The State desires to make payments electronically. The methods of payment may be via the State's LaCarte card (procurement card) or EFT payments sent directly from the State's bank directly to the payee's bank. See **Attachment B - Electronic Vendor Payment Solutions** of this Participating Addendum for additional information regarding electronic payment methods.

L. Late Payments:

Interest due by a State agency for late payments shall be in accordance with La. R.S. 39:1695 at the rates established in La. R.S. 13:4202.

M. Public Information:

For the purposes of this Participating Addendum, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect.

N. Contract Controversies:

Any claim or controversy arising out of this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017, shall be resolved by the provisions of Louisiana Revised Statute 39:1673.

O. Code of Ethics:

The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (La. R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Participating AddendumState Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017. The Contractor agrees to immediately notify the State of Louisiana if potential violations of the Code of Governmental Ethics arise at any time during the term of this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017.

P. Right to Audit:

The State of Louisiana Legislative Auditor, Federal Auditors and Internal Auditors of the Louisiana Division of Administration (DOA), or others so designated by the DOA, shall have the option to audit all Contractor accounts directly pertaining to this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 for a period of five (5) years from the date of final payment of an individual invoice made under this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 or as required by applicable State and Federal Law. Records shall be made available by the Contractor during normal working hours with reasonable advanced notice for this purpose.

Q. Record Retention:

The Contractor shall maintain all records in relation to this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 for a period of at least five (5) years after final payment of an individual invoice.

R. Contractors Cooperation/Close-Out:

With respect to the right to audit in Section 5.P. of this Participating Addendum, the Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the State when requested; however, such audit rights shall be limited to records that are non-confidential or proprietary, written, and specifically related to the performance of this Participating Addendum. This applies even if this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017 is terminated and/or a lawsuit is filed. Specifically, the Contractor shall not limit or impede the State's right to audit or to withhold State owned documents.

S. Contractor's Certification of No Federal Suspension or Debarment:

By signing this Participating Addendum, the Contractor certifies, to its knowledge, that their company, any Subcontractors, or principals of Contractor or Subcontractors are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in "Audit Requirements in Subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (formerly OMB Circular A-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.

Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of this Participating Addendum and State Contract Number 4400026017 and debarment from future contracts.

T. Secretary of State Registration Requirement:

In accordance with Louisiana law, all corporations (see La. R.S. 12:262.1) and limited liability companies (see La. R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or a contract with the State.

U. Prohibition of Discriminatory Boycotts of Israel:

In accordance with La. R.S. 39:1602.1, for any contract with a value of \$100,000 or more and for any Contractor with five (5) or more employees, the Contractor, or Subcontractor, shall certify that it is not engaging in a boycott of Israel and shall, for the duration of its contractual obligations, refrain from a boycott of Israel.

The State of Louisiana reserves the right to terminate this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017, if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of this Participating Addendum, State Contract Number 4400026017, or any order issued pursuant to State Contract Number 4400026017.

6. Louisiana Pricing Schedule ("LAPS") Contract

State Contract Number 4400026017 has been designated as a Louisiana Pricing Schedule ("LAPS") contract and LAC 34.V.1709 must be followed by Louisiana purchasing entities utilizing State Contract Number 4400026017.

7. Primary Contacts

The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor

Name	Dena Bates
Address	600 East Second St. Muscatine, IA 52761
Telephone	(563) 299-2949
Fax	
E-mail	BatesD@hnicorp.com ; allsteelgovcontracts@allsteeloffice.com

Participating State

Name	Felicia Sonnier, CPPB
Title	Deputy Director
Address	Office of State Procurement 1201 N Third Street, Claiborne Bldg – Suite 2-160 Baton Rouge, LA 70802
Telephone	225-342-8029
Fax	225-342-9756
E-mail	felicia.sonnier@la.gov

The Parties will keep and maintain current at all times a primary point of contact for administration of this Participating Addendum.

8. Signature Authority

Evidence of signature authority to contract with the state of Louisiana must be provided. One of the following must apply to the Contractor:

- a) The signer of this Participating Addendum is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. **A copy of the annual report or partnership record must be submitted to the Louisiana Office of State Procurement before finalization of this Participating Addendum.**
- b) The signer of this Participating Addendum is a representative of the Contractor authorized to sign this Participating Addendum as evidenced by documents such as, corporate resolution, certification as to corporate principal, etc. **If this applies a copy of the resolution, certification or other supportive documents must be submitted to the Louisiana Office of State Procurement before finalization of this Participating Addendum.**

- c) The Contractor has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to sign this Participating Addendum. **A copy of the applicable document must be submitted to the Office of State Procurement before finalization of this Participating Addendum.**
- d) The signer of this Participating Addendum has been designated by the Contractor as authorized to sign this Participating Addendum on the Contractor's vendor registration on file with the Louisiana Office of State Procurement.

9. Authorized Distributors

All contractors, dealers, and resellers authorized in the State of Louisiana, as shown on the dedicated Contractor (cooperative contract) website, are approved to provide sales and service support to participants in the NASPO ValuePoint Master Agreement. The Contractor's dealer participation under this Participating Addendum and State Contract Number 4400026017 will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement and this Participating Addendum.

In order to be added to State Contract Number 4400026017 as an Authorized Distributor, the distributor must meet the following requirements:

- a) Be approved and added to the Contractor's Approved Distributor Listing;
- b) Be enrolled in the State of Louisiana LaGov Vendor System;
- c) Be registered and in good standing with the Louisiana Secretary of State's office;
- d) Have no suspensions or debarments listed on the General Services Administration's website (www.sam.gov)

10. Orders

Any Order placed by a Participating Entity or Purchasing Entity for a Product and/or Service available from this Participating Addendum and/or State Contract Number 4400026017 shall be deemed to be a sale under (and governed by the prices and other terms and conditions) of the Master Agreement unless the parties to the Order agree in writing that another contract or agreement applies to such Order.

11. Discounts

The discounts for the State of Louisiana are in accordance with Attachment A to this Participating Addendum.

12. Design, Installation, Layout, and Reconfiguration Services:

The Contractor shall offer, through its authorized dealers, design, installation, layout, and reconfiguration services to Purchasing Entities. These service charges will be included as a line item in the quote provided by the authorized dealer and will be capped at the following not-to-exceed rates:

- a. Installation services will be a not-to-exceed rate of 25% of the net product price for the order, with a minimum charge of \$175.00.
- b. Reconfiguration services will be a not-to-exceed rate of \$87.50 per hour, two (2) man-hour minimum.

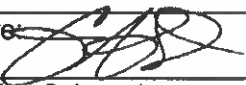
c. Design and Layout Services will be a not-to-exceed rate of \$90.00 per hour.

The Contractor may offer through its authorized dealers or approved freight carrier(s), liftgate services and other non-standard delivery services which are outside of the Contractor's standard freight costs, such as palletization, storage, special permits, etc. Should the Contractor be able to offer such non-standard delivery services, these services will be negotiated on a project-by-project basis and approved by the Purchasing Entity. Charges for non-standard delivery services will be included as a line item in the quote provided by the authorized dealer.

13. Entire Agreement

This Participating Addendum and the NASPO ValuePoint Master Agreement together with its exhibits, set forth the entire agreement between the parties with respect to the subject matter and supersedes all previous communications, representations or agreements, whether oral or written. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Participating Addendum and the NASPO ValuePoint Master Agreement, together with its exhibits, shall not be added to or incorporated into this Participating Addendum or the NASPO ValuePoint Master Agreement and its exhibits, by any subsequent Purchase Order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Participating Addendum and the NASPO ValuePoint Master Agreement and its exhibits shall prevail and govern in the case of any such inconsistent or additional terms.

IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

Participating State: State of Louisiana	Contractor: Allsteel LLC
Signature: 	Signature: 
Name: Tom Ketterer	Name: Eric Schroeder
Title: Director of State Procurement	Title: Vice President, Finance
Date: 12/18/23	Date: 08/15/23

ATTACHMENT A

State of Louisiana Discounts

NASPO ValuePoint - State of Louisiana 4400026017 Discount Matrix					Allsteel®
Brand	Product Line(s) Offered	Price Tier 1 Minimum Percentage Discount Less than or equal to \$50k	Price Tier 2 Minimum Percentage Discount Over \$50k to \$150k	Price Tier 3 Minimum Percentage Discount Over \$150k	
Allsteel	Nimble	65.7%	65.7%	65.7%	
Allsteel	Relate, Seek, Inspire, Access, Mimeo, Lyric, Qulp, Evo, Svelte	60.9%	60.9%	60.9%	
Allsteel	Acuity	61.4%	61.4%	61.4%	
Allsteel	Gather, Parallel, Clarity, CoHo, Jetty-Mod, Park, Recharge, Retreat, Townhall Collection, Vicinity (Rock, Wedge, Peak, Summit, Picnic, Cloud), Two Thirds, Vicinity	54.6%	54.6%	54.6%	
Allsteel	Cadence, Involve, Approach	73.3%	73.3%	73.3%	
Allsteel	Stride Desking	74.0%	74.0%	74.0%	
Allsteel	Ergo Accessories, LED Lights, Hands-Free Pulls, Hand Sanitizer Solutions	58.4%	58.4%	58.4%	
Allsteel	Aware, Structure	63.2%	63.2%	63.2%	
Allsteel	Gather, Park, Recharge, Townhall Collection (Peak, Picnic)	54.6%	54.6%	54.6%	
Allsteel	Altitude Height Adjustable	73.3%	73.3%	73.3%	
Allsteel	Concensys, Optimize, Terrace	73.3%	73.3%	73.3%	
Allsteel	Terrace, Further, Metal/Acrylic Screens	73.3%	73.3%	73.3%	
Allsteel	Stride, Gallery Panels	74.0%	74.0%	74.0%	
Allsteel	Essentials Pedestals, Further Pedestals	73.3%	73.3%	73.3%	
Allsteel	Essentials Storage Towers, Overfiles, Bookcases	65.2%	65.2%	65.2%	
Allsteel	Essentials Laterals	69.7%	69.7%	69.7%	
Allsteel	Align Metal Storage, Radii	73.2%	73.2%	73.2%	
Allsteel	Ergo Accessories, LED Lights	58.4%	58.4%	58.4%	
Allsteel	Involve	73.3%	73.3%	73.3%	
Allsteel	Beyond Frameless & Doors	55.9%	57.1%	59.0%	
Gunlocke	Gunlocke Desking	56.6%	58.1%	59.6%	
Gunlocke	Gunlocke Tables	56.6%	58.1%	59.6%	
Gunlocke	Gunlocke Storage	56.6%	58.1%	59.6%	
Gunlocke	Gunlocke Seating	56.6%	58.1%	59.6%	
HBF	HBF Seating	45.5%	46.5%	48.0%	
HBF	Conference Tables, Occasional Tables	45.5%	46.5%	48.0%	

ATTACHMENT B – Electronic Vendor Payment Solutions

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and Contractor, the State intends to make all payments to Contractors electronically. The LaCarte Procurement Card will be used for purchases of \$5,000 and under, and where feasible, over \$5,000. Contractors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Funds Transfer (EFT). If you do not currently accept the LaCarte card or have not already enrolled in EFT, you will be asked to comply with this request by choosing either the LaCarte Procurement Card and/or EFT. You may indicate your acceptance below.

The LaCarte Procurement Card uses a Visa card platform. Contractors receive payment from state agencies using the card in the same manner as other Visa card purchases. Contractors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all statewide and agency term contracts:

- Under the LaCarte program, purchase orders are not necessary. Orders must be placed against the net discounted products of the contract. All contract terms and conditions apply to purchases made with LaCarte.
- If a purchase order is not used, the Contractor must keep on file a record of all LaCarte purchases issued against this contract during the contract period. The file must contain the particular item number, quantity, line total and order total. Records of these purchases must be provided to the Office of State Procurement on request.

EFT payments are sent from the State's bank directly to the payee's bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. Additional information and an enrollment form is available by contacting the Office of Statewide Reporting & Accounting Policy at: DOA-OSRAP-EFT@la.gov

To facilitate this payment process, you will need to complete and return the EFT enrollment form.

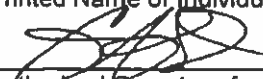
Please check which option you will accept or indicate if you are already enrolled.

<u>Payment Type</u>	<u>Will Accept</u>	<u>Already Enrolled</u>
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LaCarte	<u> X </u>	<u> </u>
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EFT	<u> </u>	<u> X </u>
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Eric Schroeder
Printed Name of Individual Authorized


Authorized Signature for payment type chosen

08/15/23
Date

asicredit@allsteeloffice.com 563-232-9398
Email address and phone number of authorized individual

ATTACHMENT B

State of Louisiana Discounts

NASPO ValuePoint - State of Louisiana 4400026017 Discount Matrix					Allsteel
Brand	Product Line(s) Offered	Price Tier 1 Minimum Percentage Discount Less than or equal to \$50k	Price Tier 2 Minimum Percentage Discount Over \$50k to \$150k	Price Tier 3 Minimum Percentage Discount Over \$150k	
Allsteel	Nimble	65.7%	65.7%	65.7%	
Allsteel	Relate, Seek, Inspire, Access, Mimeo, Lyric, Quip, Evo, Svelte	60.9%	60.9%	60.9%	
Allsteel	Acuity	61.4%	61.4%	61.4%	
Allsteel	Gather, Parallel, Clarity, CoHo, Jetty-Mod, Park, Recharge, Retreat, Townhall Collection, Vicinity (Rock, Wedge, Peak, Summit, Picnic, Cloud), Two Thirds, Vicinity	54.6%	54.6%	54.6%	
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