



**OFFICE FURNITURE (2018-2023)**  
Led by the State of Utah

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Master Agreement #: MA146

Contractor: **THE HON COMPANY**

Participating Entity: **STATE OF ALASKA**

Participating Addendum #: 2018-FURN-0004

The following products or services are included in this contract portfolio:

- All products and accessories listed on the Contractor page of the NASPO ValuePoint website.

**Master Agreement Terms and Conditions:**

1. Scope: This addendum covers the **Office Furniture (2018-2023)** led by the State of Utah for use by state agencies and other entities located in the Participating State *[or State Entity]* authorized by that State's statutes to utilize State contracts with the prior approval of the State's Chief Procurement Official.
2. Participation: This NASPO ValuePoint Master Agreement may be used by all state agencies, institutions of higher institution, political subdivisions and other entities authorized to use statewide contracts in the state of Alaska. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.
3. Primary Contacts: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor

Name:	Melissa Lincoln
Address:	200 Oak St. Muscatine, IA 52761 – Attn. Government Contracts Dept.
Telephone:	563-272-7354
Email:	<a href="mailto:contractmanager@honcompany.com">contractmanager@honcompany.com</a>

Participating Entity

Name:	Matthew L. Pegues
Address:	PO Box 110210 Juneau, AK 99811-0210
Telephone:	907-465-5681
Email:	<a href="mailto:matthew.pegues@alaska.gov">matthew.pegues@alaska.gov</a>



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**4. PARTICIPATING ENTITY MODIFICATIONS OR ADDITIONS TO THE MASTER AGREEMENT**

These modifications or additions apply only to actions and relationships within the Participating Entity.

Participating Entity must check one of the boxes below.

No changes to the terms and conditions of the Master Agreement are required.

The following changes are modifying or supplementing the Master Agreement terms and conditions.

**A. Administrative Fee:**

- I. The Contractor shall submit a check, payable to the State of Alaska, remitted to the Department of Administration, Division of General Services for the calculated amount equal to **1.5%** of the net sales for the quarterly period.
- II. Contractor must include the PA Number on the check. Those checks submitted to the State without the PA Number will be returned to Contractor for additional identifying information.
- III. Administrative fee checks shall be submitted to:  
  
ATTN: Purchasing Section  
State of Alaska  
Department of Administration  
Division of General Services  
PO Box 110210  
Juneau, AK 99811-0210
- IV. The administrative fee may be included as an adjustment to Contractor's Master Agreement pricing.
- V. Payment of the administrative fee is due irrespective of payment status on any orders from a Purchasing Entity.
- VI. Administrative fee checks are due for each quarter as follows:

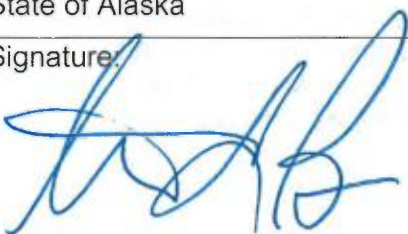

<u>Reporting Period</u>	<u>Due Date</u>
State Fiscal Quarter 1 (Jul 1 - Sept 30):	Oct 31
State Fiscal Quarter 2 (Oct 1 - Dec 31):	Jan 31
State Fiscal Quarter 3 (Jan 1 - Mar 31):	Apr 30
State Fiscal Quarter 4 (Apr 1 - Jun 30):	Jul 31



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8. Discounts: Discount are adjusted for the admin fee as listed on Exhibit A

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

Participating Entity: State of Alaska	Contractor: The HON Company LLC
Signature: 	Signature: 
Name: Matthew L. Pegues	Name: Jim Foster
Title: Contracting Officer	Title: VP, Finance
Date: 4/24/18	Date: 4/30/18

*[Additional signatures may be added if required by the Participating Entity]*

For questions on executing a participating addendum, please contact:

NASPO ValuePoint

Cooperative Development Coordinator:	Shannon Berry
Telephone:	775-720-3404
Email:	<a href="mailto:sberry@naspovaluepoint.org">sberry@naspovaluepoint.org</a>

***[Please email fully executed PDF copy of this document to***  
***[PA@naspovaluepoint.org](mailto:PA@naspovaluepoint.org)***  
***to support documentation of participation and posting in appropriate data bases.]***

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- VII. Any quarter with zero sales must be reported as zero sales. This may be done electronically via email to the State of Alaska contact listed in this PA.
- B. Freight Terms:** All freight costs for shipments to the closest appropriate coast shipping port for Alaska must be included in the product price offered to the participating entity. The purchaser pays actual shipping/freight cost only and may require an invoice from the carrier for this cost to be submitted. This cost must be listed on the contractor's invoice as a separate line item.
5. Dealers: All dealers authorized in the state of Alaska, 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 will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement.
6. Orders: Any order placed by a Participating Entity or Purchasing Entity for a product and/or service available from this Master Agreement 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.
7. Design, Installation, Reconfiguration and Other Services: Contractor shall provide, through their Authorized Dealer network, all design, installation, layout, and reconfiguration services to all Purchasing Entities. Design, layout, installation and reconfiguration services will be charged on an hourly basis; the maximum charge for each of these services will be outlined in Attachments J, K and L. Installation charges will be included as a line item in the quote provided by the Authorized Dealer. Contractor shall provide, through their Authorized Dealer network or approved freight carrier(s) liftgate services and other non-standard delivery services which are outside of Contractor's standard freight costs, such as palletization, storage, special permits, etc.; should Contractor be able to accommodate the request, 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.



State of Alaska NASPO Value Point

Tier	Total Order at List	Workspace Furniture Systems and Pedestals	Vertical & Lateral Files, Storage	Workspace Furniture Tables, Desking, Casegoods
1	\$0 - \$50,000	69.5%	60.5%	57.6%
2	\$50,001 - \$150,000	70.6%	64.5%	60.4%
3	\$150,001 & Above	70.6%	69.5%	62.9%

**Product Series:**

Abound Systems  
 Abode Systems  
 Accelerate Systems  
 Brigade Pedestals  
 Flagship Pedestals  
 Systems Accessories  
 Empower

**Products Series:**

210, 310, 320, 510 Series Vertical Files  
 500 Series Laterals  
 Brigade Laterals  
 Brigade Metal Overfiles  
 Brigade Steel Bookcase  
 Brigade Storage Cabinets  
 Contain  
 Flagship Bookcases  
 Flagship Desk Tower Worksurfaces  
 Flagship End Towers  
 Flagship File Centers  
 Flagship Lateral Accessories  
 Flagship Laterals  
 Flagship Personal Storage Tower  
 Flagship Storage Cabinets  
 FlameSafe Fire-Resistant Files  
 Lateral File Accessories  
 Vertical File Accessories

**Product Series:**

101 Series  
 10500 Series Laminate Desking  
 10700 Series Laminate Desking  
 34000 Series Desking  
 38000 Series Desking  
 66000 Series  
 94000 Series Laminate Desking  
 Arrange  
 Build Tables  
 Centerpiece  
 Concinnity  
 Directional  
 Endorse Tables  
 Flock  
 Hospitality  
 Huddle  
 Laminate Occasional Tables  
 Mentor Desking  
 Metro Desking  
 Motivate  
 Preside  
 Systems Height Adjustable Tables  
 Utility Tables  
 Valido Laminate Desking  
 Voi Laminate