

# State of New York Contract Summary

Stylex has been awarded a direct contract with State of New York Office of General Services as a source of supply for Furniture. This agreement is available for use by all state agencies, schools, colleges, universities, cities, counties and other government entities in New York.

**Contract Number**

Group 20915 Furniture, All Types  
Award #23109, Stylex Contract #PC68426

**Effective Date**

February 21, 2019 to December 1, 2023

**Ordering**

Orders are to be made one of two ways:

- Orders made to Stylex only. Ordering address is:  
 Stylex  
 c/o Servicing Dealer            800.257.5742  
 PO Box 5038                        lcapozzoli@stylexseating.com  
 Delanco, NJ 08075                hlubbe@stylexseating.com

- Orders made to authorized Stylex Dealers.  
 Ordering address is that of the dealer.

Orders must reference the contract #PC68426. Orders must include appropriate product items with correct color choices, quantities, net prices, ship-to location, a point of contact, and servicing dealer. Orders must show the correct net prices, otherwise the order will be returned for modification. Stylex requires a copy of the end-user's PO when the order is made through the dealer (2 above).

**Products**

Stylex has been awarded the following product categories. No custom products are included.

- |   |  |
|---|--|
| 1: Conference Furniture<br>(Seating & Tables) | 7: Office Furniture<br>(Casegoods, Bookcases,<br>Lounge, Seating & Tables) |
| 2: Dormitory Furniture                        |  |
| 3: General Purpose Tables                     | 9: Specialty Seating   |
| 6: Library Furniture                          |  |

**Discounts / Price Lists / Dealer Fees**

Discounts to NY agencies are shown below:

Stylex Non-Lounge & Tables	NY Discount: 56.7%
Large Lounge*	NY Discount: 54%

\*Cove, Dela, Free Address, Metrum, NYC, Ridge Lounge, Share, Still, Yoom

Inside Delivery	Upstate:12%    Downstate:15%
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Please note, New York state discounts mirror discounts available on our GSA Schedule. Price lists for products available on NY State contract are available from Stylex customer service. Dates on the covers of the price lists range from 6/1/2022 thru 7/25/2022. Stylex is able to submit new price lists one time annually.

**Inside Delivery / Installation**

Per New York definition, Inside Delivery is intended for free standing furniture only; and will consist of removal from truck, product assembly in place and removal of debris. The Stylex fee for inside delivery is 12% for Upstate and 15% for Downstate (of the net product amount). This amount shall be quoted to the customer, and added as a line-item to their purchase order. Per New York definition, Installation is intended for products such as systems furniture, high density filing, and fixed seating. Installation is NOT included in this contract, and shall be handled separate from the contract and negotiated on a project-by-project basis. Design services are NOT included in this contract.

**Freight Terms / Delivery**

Freight terms for this contract are FOB Destination, meaning Stylex will pay freight to anywhere in the continental 48 States. Orders are to ship to one location. For multiple locations, prior approval is needed from Stylex, in order to receive contract discount. There is a minimum order size of \$4000.00 list. Stylex will honor orders for less than the minimum order size with the freight prepaid and added to the invoice. Delivery shall be no later than 45 days after receipt of a clean and valid order. Standard leadtimes shall apply. Customers may ask for expedited delivery, or delay of delivery. Stylex Customer Service shall be contacted to coordinate these requests on a case-by-case basis.

**Payments**

Payment terms are Net 30 Days.

All payments are to be made to Stylex at the following address:  
 PO Box 5038 Delanco, NJ 08075

Stylex will accept the New York State Procurement Card for orders, at no additional discount. Credit card information must be made available at time of order entry, and appropriate signature is required.

Tax ID: 21-0632589  
 New York VID#: 1000008694

**Cancellations / Return Policy**

Cancellation of orders prior to production shall be at no charge. After production, cost incurred may be applicable. Returns will not be accepted without written authorization by Stylex. Agencies shall pay and bear responsibility for returns. Returns are subject to a restocking fee.

**Warranty**

Stylex standard warranty shall apply, please see warranty statement within the price list.

**Servicing Dealer Responsibilities**

Servicing Dealers are responsible for assisting any New York agencies with any and all contract orders. Dealers are NOT allowed to change any contract term or condition, including products available, discounts, net prices or delivery. Dealers shall promote the contract in a professional manner. Dealers must familiarize themselves with the contract terms and conditions, and maintain appropriate insurance requirements. Dealers must also be in good standing with Stylex. Commissions are calculated on the net product sale only.

**Contract Reporting**

This contract requires various sales and participation reports. A sales report is due every 6 months. And a WMBE and SDVOB participation report is due every month. It is imperative that copies of the end-user PO be provided to Stylex for reporting responsibilities.

Dealers may be called upon for assistance in gathering information. Stylex is not a Minority Owned, Women-Owned, or Service-Disabled Veteran-Owned Business.

**Further contract information can be found at New York's OGS Website, [here](#).**