



FAQs about the KCDA/HON Contract

Q. What is KCDA?

KCDA (King County Directors' Association) is the purchasing cooperative owned by Washington State Public School Districts. KCDA has awarded a furniture contract to The HON Company through a competitive sealed bid process with contract, bid and advertising documents posted on KCDA's website. KCDA is available to any of the following located in the State of Washington: public school district, state, or local government agencies, public colleges, universities, and state K-12 accredited private schools. There is no charge for membership in KCDA and no minimum level of participation. Becoming a member requires approving and signing an Interlocal Agreement.

Q. What does KCDA do?

KCDA provides a contract that allows members to order HON products with the assistance of approved HON dealers. KCDA represents that its contracts are in compliance with all applicable State of Washington and Oregon statutes for school districts, public agencies, and higher education, thereby eliminating the need for members to do a formal bid or quote. KCDA is audited annually by the State of Washington ensuring compliance for all members.

Q. Why use KCDA?

Participation in cooperative contracts eliminates duplication of efforts, thereby saving taxpayers' dollars. KCDA allows you to take advantage of competitive pricing on HON products without sending your project out to bid. In addition, you are still able to utilize a local HON approved dealer to service your project.

Q. What is my pricing?

The KCDA contract pricing is structured similar to the HON GSA schedule. The discount structure is made up of two tiers, based on volume. There is no additional administrative fee added to the net price to the customer.

Q. How do I order HON products using the KCDA contract?

Log onto KCDA's ecommerce site "Supply Link" to order by item number or contact KCDA at customerservice@kcda.org. For HON items not found on Supply Link, please contact:

KCDA Purchasing Cooperative

Attn: Kathy Elliott, Purchasing Agent - kelliott@kcda.org

Phone: 425.251.8115

Toll Free: 800.422.5019 ext. 149

Fax: 253.395.5402

Q. Can I work directly with a HON servicing dealer?

Yes, you can work directly with an approved HON servicing dealer. A list of approved dealers is located on the KCDA website at www.kcda.org under HON's Awarded Contracts page. Purchase Orders should be made out directly to KCDA c/o (HON Servicing Dealer). Please be sure to list the name of the HON servicing dealer.

Q. Where can you go for more information on HON's products?

For more product information or to request a full line catalog, please visit hon.com.

