Access to contract ordering information, terms and conditions and up-to-date pricing is available via GSA Advantage®, a menu-driven database system found at [http://www.gsaadvantage.gov](http://www.gsaadvantage.gov).

Schedule Title: Multiple Award Schedule (MAS)
Large Category: Furniture & Furnishings
Subcategories: Packaged Office Furniture & Comprehensive Furniture Management Services
Standard Industry Group (NAICS): 442110, 337214 & 337211, Service Code: 7110
For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at [http://www.fss.gsa.gov](http://www.fss.gsa.gov)

Company Name: RJE Interiors, Inc.
Contract Number: 47QSCA18D000D
**Contract Period:** March 16, 2018 through March 15, 2023
DUNS: 787790963
CAGE CODE: 1XW45

Address: 621 East Ohio Street, Indianapolis, IN 46202
Phone Number: 317.293.4051
Fax Number: 317.297.8513
Website: [www.rjebusinessinteriors.com](http://www.rjebusinessinteriors.com)
Email: gsa@RJE-bi.com

Contacts:
- Sales – Dave Brune / 317-499-5596 / dbrune@rje-bi.com
- Contract Administration – Melanie Hartman / 317-713-6379 / mhartman@rje-bi.com

Business Size: Small
Customer Information

1. Special Item Numbers: 33721P - Packaged Office Furniture
   OLM – Order Level Materials
2. Minimum Order Limit: $100.00
3. Maximum Order Limit: $5,000,000.00
5. Points of Production:
   a. Knoll - Greenville, PA, Muskegon, MI, Toronto, Canada, Foligno and Graffignano, Italy
   b. The HON Company - Muscatine, IA, Cedartown, GA, Orleans, IN, Wayland, NY
   c. National Office Furniture - Jasper, IN, Santa Claus, IN, Fordsville, KY, Danville, KY
   d. Neutral Posture - Bryan, TX
   e. Mayline/Safeco - Minneapolis, MN, Sheboygan, MI
   f. Humanscale - Piscataway, NJ
   g. ESI Ergonomic Solutions - Mesa, AZ
   h. Exemplis - Buena Park, CA, Tijuana, Mexico
   i. Affordable Interior Systems, Inc. (AIS) - Leominster, MA
   j. Bush Industries, Inc. - Within United States
   k. Peter Pepper Products, Inc. - Compton, CA, Grand Rapids, MI, Lithia Springs, GA, Ossian, IN, Falconer, NY, Toronto, Canada
   l. Krueger International, Inc. (KLI) - Green Bay, WI
   m. Magnuson Group, Inc. - Woodbridge, IL
   n. Jasper Seating Company (JSI) - Jasper, IN, Ferdinand, IN, French Lick, IN, Paoli, IN
6. GSA Discount from List:
   a. Knoll: GSA Contract No. GS-28F-8029H
   b. The HON Company: GSA Contract No. GS-27F-0015S
   d. Neutral Posture, Inc. – GSA Contract No. GS-27F-0014Y
   e. Mayline/Safeco: GSA Contract No. GS-29F-0010P
   f. Humanscale: GSA Contract No. GS-29F-0001N
   g. ESI Ergonomic Solutions: GSA Contract No. GS-28F-0028Y
   h. Exemplis LLC: GSA Contract No. GS-29F-0295H
   i. Affordable Interior Systems, Inc. (AIS): GSA Contract No. GS-29F-0006K
   m. Magnuson Group, Inc.: GSA Contract No. GS-28F-0004R, GS-28F-0005R
6. Quantity Discounts: According to above listed schedules (see #6)

www.RJEbusinessinteriors.com
7. Prompt Pay Terms: Net 30 Days
8. Government Credit Card: Government credit cards will be accepted at or below the micro-threshold amount.
9. Foreign Items: None
10. Time of Delivery: According to above listed schedules (see #6)
11. F.O.B. Points: According to above listed schedules (see #6)
12. Ordering Address: RJE Interiors, Inc., 621 East Ohio Street, Indianapolis, IN 46202
13. Payment Address: RJE Interiors, Inc., 621 East Ohio Street, Indianapolis, IN 46202
   p: 317-293-4051 | e: accountsreceivable@rje-bi.com
14. Warranty: According to above listed schedules (see #6)
15. Export Packaging Charges: Not applicable
16. Government Credit Cards Accepted: Government credit cards will be accepted at or below the micro-threshold amount.
17. Terms & Conditions for Maintenance and Repair: Contact RJE Interiors, Inc.
18. Installation Services: $65/hour
19. Terms & Conditions for Maintenance and Repair: Contact RJE Interiors, Inc.
20. Service & Distribution Points: Not Applicable
21. List of Participating Dealers: Not Applicable
22. Preventative Maintenance: Not Applicable
23. Special Attributes: According to above listed schedules (see #6)
25. DUNS: 787790963
26. SAM Registration: RJE Interiors, Inc. is registered in the SAM database
Labor Rates & General Terms:

1. Rates reflected are as of May 23, 2017
2. These rates are based on non-union/non-prevailing wage rates during normal delivery hours. Nights, off-hours, weekends, overtime hours, holiday work, and/or union/prevailing wage requirements will be charged at higher rates. A higher rate or cost may be assessed for inside delivery, travel to site, and/or special site conditions such as no elevator access, dock restrictions, street loading, and/or major metropolitan (including large population centers and urban environments) labor rate differences.
3. Special restrictions or limits established by local laws, ordinances or the directions of the buyer may result in additional charges.
4. Any additional charges shall be quoted by RJE Interiors and approved by the buyer prior to performance of the work.
5. Installation / service work will not be hindered by other trades (otherwise it may result in additional charges).
6. Electric, heat, and adequate elevator service will be furnished to RJE Interiors without charge.
7. The immediate installation area shall be finished and free of debris including the carpet / flooring before installation commences (otherwise it may result in additional charges).
8. Daily truck rate excludes fuel surcharge, which may be applicable at times based on market conditions.
9. Other trades, e.g. plumbing, to be priced separately, if required by Task Order.

Additional Terms:

Delivery and Installation

Delivery and installation charges will be based on individual projects and noted on each quotation. Our prices are based on the understanding that the building facilities will accommodate all specified items without special handling, as well as having a finished space in which to work with adequate lighting and with minimal interference from other trades. In the event that it is necessary to stage the furnishings in areas other than those of the originally intended destination, additional handling charges may apply.

Delivery and installation will be quoted based on the jobsite being free and clear of all trades. We recommend and quote this way because it is the most cost efficient for the client. RJE, has in the past, and will in the future, accommodate clients whose construction schedule is such that our installation crew must be on site while trades are still completing the construction process. In this
situation RJE will however, require that RJE acknowledge the potential for damage to the furniture and construction that is beyond our control. RJE cannot accept financial responsibility for any of the aforementioned damages due to the number of trades present on the job site and the inability to distinguish the cause of such damages.

Drop Shipping

If RJE is not involved in the receiving of the product, CLIENT will be responsible for inspecting the product upon receipt, reporting any damage or shortage to RJE within 48 hours, and retaining all packing materials. All shortages and/or damages must be noted on the original freight bill upon receipt of product at CLIENT loading dock.

RJE, the carrier involved, and/or the manufacturer involved cannot be responsible for any shortage and/or damage of product not noted on the original freight bill. RJE will file any necessary freight claims and schedule repairs or arrange for replacements as necessary.

Project Management Fees

An administrative fee for changes will be assessed at a rate of $65.00 per hour.

Technical Design Services

Design services are billed at $65.00 per hour.

The services include:

- Field measuring of critical dimensions.
- Verification of electrical and data locations in private offices and conference rooms.
- Preparing drawings for review and approval.
- Providing detailed installation drawings and furniture floor plans.

Release of source documents is provided at the sole discretion of RJE.