



GENERAL SERVICES ADMINISTRATION

Federal Supply Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Pacific Northwest Business Products, Inc. **dba NuLeaf Office Solutions**

Office Products, Furniture, Jan San, Print & Copier, Print Supplies

Small Veteran Owned Business
Federal Supply Group: 75 SIN: 75 220
Contract Number: 47QSEA19D0042
DUNS#: 070400502
Cage Code: 7P614
Fed Tax ID: 91-2148144

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period Effective: February 8, 2019 through February 7, 2024
Pricelist Effective: March, 4 2019

Business Size: Veteran-Owned Small Business, Small Business

Telephone: 866-332-9630 ext. 228

FAX Number: 206-622-2286

Web Site: <http://www.nuleafoffice.com/gsa>

E-mail: tracy@nuleafoffice.com

Contract Administration: Kelly Cudworth

Who We Are

As a **Small Veteran Owned** company, we have committed ourselves to provide state, federal and educational agencies and institutions as priority customers. We work closely with state and federal agencies to help reduce costs and provide quality service and products.

We currently hold multiple school, city and federal government contracts. As a GSA contractor we know how government purchasing and requirements work. We offer buyers and purchasing agencies ease of doing business and work closely with them to ensure they take advantage of the price discounts offered.

Support a small veteran-owned family business when purchasing from Pacific Northwest Business Products, Inc. dba NuLeaf Office Solutions

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

75 220 - Visit GSA Advantage for a listing of awarded products

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. N/A

2. Maximum Order: \$150,000

3. Minimum Order: \$100

4. Geographic Coverage (delivery Area): Contiguous 48 states, District of Columbia,

5. Point(s) of production (city, county, and state or foreign country): Various

6. Discount from list prices or statement of net price: Net Pricing

7. Quantity discounts: Quantity discounts are available upon review of item and customer requirements.

8. Prompt payment terms: Net 30 Days

9. Pacific Northwest Business Products, Inc will accept government purchase cards both above and below the micro-purchase threshold.

10. Foreign items (list items by country of origin): N/A

11a. Time of Delivery (Contractor insert number of days): 1-4 Days ARO – Contact Contractor for large volumes

11b. Expedited Delivery. Contact Contractor

11c. Overnight and 2-day delivery. Contact Contractor

- 11d. **Urgent Requirements.** Contact Contractor
12. **F.O.B Points(s):** 48 Contiguous states. Contact contractor for District of Columbia, Alaska, Hawaii and Puerto Rico as shipping rates may apply
- 13a. **Ordering Address(es):** Pacific Northwest Business Products
dba NuLeaf Office Solutions
5825 221st Place SE, Suite 205
Issaquah, WA 98027
- 13b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**
14. **Payment address(es):** Pacific Northwest Business Products
dba NuLeaf Office Solutions
5825 221st Place SE, Suite 205
Issaquah, WA 98027
15. **Warranty provision:** Warranty per product manufacturer – Item warranty listed individually
16. **Export Packing Charges (if applicable):** Contact Contractor
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contractor accepts purchase cards above the micro-purchase level
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** See GSA Advantage for information on Environmental Attributes
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.**
25. **Data Universal Numbering System (DUNS) number:** 070400502
26. **Notification regarding registration in System for Award Management (SAM) database:** Registered

27. Returns: In the event you wish to cancel your order, Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions does not guarantee the order will be canceled. If the order has already been processed the shipment and delivery cannot be canceled and all customers would have to follow our return request and refund policy below. If the order has not been processed or shipped, Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions will process an order cancelation confirmation and no product will ship.

What May I return, for what reason can I return and when can I return an item(s)?

You may return your purchase to Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions within 30 days of your receipt of the shipment for credit if the item(s) are in their original packaging and in the condition in which they were sent.

How to Request a Return and understanding our Return Policy – Steps to Follow:

1. Contact take us at 866-332-9630 ext. 228 or email: tracy@nuleafoffice.com
 - **Ordered by Mistake:** Item(s) must be in original manufacturer packaging and in the original condition in which it was delivered to qualify for a refund. Customer will be provided a return label or schedule pickup of the product, but all return shipping costs will be charged to the customer. A restocking fee may be applied up to 20%. If items received are not in original manufacturer packaging or the original condition in which it was delivered, no refund will be processed.
 - o **In certain cases, you may or may not be provided a return label and will be required to arrange return process on your own.** A return shipping address will be provided, but the customer will be responsible to cover all shipping fees to return the item(s).
 - **No Longer Need:** Item(s) much be in original manufacturer packaging and in the original condition in which it was delivered to qualify for a refund. Customer will be provided a return label or schedule pickup of the product from, but all return shipping costs will be charged to the customer by deducting the from the refund total. A restocking fee may be applied up to 20%. If items received is not in original manufacturer packaging or the original condition in which it was delivered, no refund will be processed.
 - **Missing or Broken Parts:** Customer may request to have missing or broken parts shipped out separately if available from the manufacturer, or customer may request to return the item(s) for a refund. Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions will provide customer with a pre-paid UPS label or schedule a pick up for large freight items. Once product is returned, and after a full inspection of item(s) by Pacific Northwest Business Products, Inc dba NuLeaf Office solutions receiving staff, a full refund for product and shipping will be provided to customer
 - **Product and Shipping Box both Damage:** Customer will be provided with a pre-paid UPS label or schedule a pick up for large freight items. Once product is returned to Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions, and after a full inspection of item(s) by Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions receiving staff and product damage is verified, a full refund for product and shipping will be provided to customer.
 - **Wrong Item Was Sent:** Customer will be provided with a pre-paid UPS label or schedule a pick up for large freight items. Once product is returned to Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions, and after a full inspection of item(s) by Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions receiving staff and product damage is verified, a full refund for product and shipping will be provided to customer. The customer will not be held responsible for any additional or incorrect items shipped.

- **Item Defective or Doesn't Work:** Customer will be provided with a pre-paid UPS label or schedule a pick up for large freight items. Once product is returned to Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions, and after a full inspection of item(s) Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions receiving staff and product damage is verified, a full refund for product and shipping will be provided to customer.
- **Received extra item I didn't buy (no refund needed):** Customer will be provided with a pre-paid UPS label or schedule a pick up for large freight items. The customer will not be held responsible for any additional or incorrect items shipped.
- **Inaccurate Website Description:** Customer will be provided with a pre-paid UPS label or schedule a pick up for large freight items. Once product is returned to Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions, and after a full inspection of item(s) by Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions receiving staff will verify product against website description to verify in accuracies. If item is different/inaccurate from website description, customer will be granted a full refund. If item(s) are deemed to be accurate to website description after Pacific Northwest Business Products, Inc dba NuLeaf Office Solutions receiving staff inspect the item, customer will be charge return shipping fees and up to 50% restocking fee if item is not in the original packaging. All potential return fees will be deducted from refund amount processed.