

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 are available through GSA *Advantage!*, a menu-driven database system. The internet address GSA *Advantage!* is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Multiple Award Schedule: OS4 Office Products, Supplies and Services

Categories: Office Management / Office Supplies
SIN: 339940OS4, OS4 Office Products & Supplies PSC: 7510

FSSI OS4 Contract Number: 47QSEA20D002J

Contract Period: 01/02/2020 thru 01/01/2025, with three (5) year options

Contractor: CAPSTONE OFFICE PRODUCTS, LLC

Address: 5609-J Sandy Lewis Dr, Fairfax, VA 22032
Telephone: 571-321-1200, 877-764-8871 Fax: 703-764-4405
Company Website: www.capstoneoffice.com

Customer Service, Orders & Quotes Email: customerservice@capstoneoffice.com

Capstone is a Small, Woman Owned Business

CUSTOMER INFORMATION:

1. SIN: 339940OS4, OS4 Office Products & Supplies, PSC: 7510. See GSAAdvantage.gov or www.capstoneoffice.com for pricing information.
2. Maximum Order: \$250,000 USD
3. Minimum Order: \$100 USD
4. Geographic Coverage: 50 States, DC & Puerto Rico
5. Points of Production: US & Various
6. Products herein are net price.
7. Quantity Discounts: \$10,000+ per order, 2% discount. Other volume discounts available.
8. Prompt Payment Terms: Net 30 days
9. Government purchase cards are accepted below and above the micro-purchase threshold.
10. Country of Origin is listed on GSA Advantage!
11. Delivery Time: 1-4 Days ARO.
Contact Customer Service for Optional Delivery Services: Next Day - 10%, Desktop - 10%, Secure Desktop - 15%, Volume discounts are available for optional services.
Convenience Fee - \$10.00 below \$100 minimum order, Standard Policy/Restocking Fee - 8%
12. FOB Destination: 48 CONUS & DC
FOB Origin: AK, HI & PR
13. Ordering Address:
Capstone Office Products, LLC
5609-J Sandy Lewis Dr., Fairfax VA 22032
customerservice@capstoneoffice.com
www.capstoneoffice.com
Phone: 571-321-1200, Fax: 703-764-4405
14. Payment Address:
Capstone Office Products, LLC
5609-J Sandy Lewis Dr., Fairfax VA 22032
15. Standard manufacturer's warranty applies.
16. For export packaging charges contact customer service: customerservice@capstoneoffice.com
17. Terms and conditions of Gov't Purchase Card acceptance (any thresholds above the micro-purchase level): Accepted for all orders.
18. N/A
19. N/A
20. N/A
21. List of service and distribution points: N/A
22. List of participating dealers: Capstone does not have any participating dealers or subcontractors under its OS4 award.
23. N/A
24. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Indicated on GSA Advantage!
25. DUNS: 020986636
26. Central Contractor Registration: Active registration at SAM.gov