

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 for GSA Advantage! is: www.GSAAdvantage.gov.

Schedule Number: 084 Schedule Title: Safety and Security Products

Contract Number: 47QSWA18D000G

Contract Period: November 9, 2017 through November 08, 2022



DBA: Stephens Office Supply
Address: 372 C Wythe Creek Rd Poquoson, VA 23662
Phone Number: 757-868-0914
Fax Number: 757-868-0507
Web site: www.theofficestore.com
Contact for contract administration: Casey Wojciechowski
Email: caseyw@theofficestore.com

Business size: Small, Woman-Owned

Modification Number: PO-0004 Effective Date: 11/05/2019

CUSTOMER INFORMATION

1a) Schedule Title: Safety and Security Products – Schedule 84

2) Maximum Order: \$150,000

3) Minimum Order: \$100

4) Geographic Coverage: Continental United States, APO and FPO locations

5) Points of Production: Various locations by manufacturer

6) Basic Discount: From 11% - 43%

7) Quantity Discount: None

8) Prompt Payment Terms: The Office Group, Inc. DBA: Stephens Office Supply offers a prompt payment discount of ½% 10 net 30 for all non-credit card purchases.

9) Government Purchase Cards: Accepted at or below and above the micro-purchase threshold.

10) Foreign Items: No

11a) Time of Delivery after Receipt of Order (ARO): Products ship 3 days ARO for in stock items, maximum of 30 days ARO for non-stock items.

11b) Expedited: Contact contractor for availability and cost.

11c) Overnight and 2-Day Delivery: Same as 11b

11d) Urgent Requirement: Please contact the contractor to request accelerated delivery.

12) F.O.B. Points: Destination

13) Ordering Address:

The Office Group, Inc.
DBA: Stephens Office Supply
372-C Wythe Creek Rd.
Poquoson, VA 23662

14) Payment Address:

The Office Group, Inc.
DBA: Stephens Office Supply
372-C Wythe Creek Rd.
Poquoson, VA 23662

15) Warranty Provision: 30 Day warranty provided. Standard Manufacturer Warranty Policy goes into effect after 30 days

16) Export Packing Charges: FOB port of debarkation

17) Terms and Conditions (T&C's) of Government Purchase Card Acceptance: Orders accepted over the micro purchase level in accordance with the cardholder's authorized purchase authority.

18) T&C's of Rental, Maintenance and Repair: N/A

19) T&C's of Installation: N/A

20) T&C's of Repair Parts: N/A

21) List of Service and Distribution Points: N/A

22) List of Participating Dealers: N/A

23) Preventative Maintenance: N/A

24) Special Attributes (recycled content, energy efficient, environmental attributes): as annotated in the Stephens Office Supply general line catalog

25) Data Universal Number System (DUNS): 119079903

26) Notification Regarding Registration in Central Contractor Registration (CCR)
Database: Federal ID: 54-1809348

27). Company's policy regarding uncompensated overtime. Not Applicable