

**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!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

Office Products/Supplies And Services And New Products/Technology

FSC Group: MAS

Contract No.: GS-02F-0225X

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

Contract Period: 08/09/2016 – 08/08/2021



**Computech International, Inc.
110 Crossways Park Drive
Woodbury, NY 11797
Telephone: (516) 487-0101
Fax: (516) 487-5214
<http://www.cti-intl.com>**

Business Size/Status: Small Woman-Owned

Prices shown herein are NET (discount deducted).

Pricelist current through award dated 06/25/2020.



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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
(Please refer to page #3 for a more detailed description)

- SIN 339940/OLM: Office Products/ Supplies

- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our pricing on page #7
- 1c. Labor Category Descriptions: Not Applicable
2. Maximum Order: \$250,000
3. Minimum Order: \$100
4. Geographic Coverage: Domestic Only
5. Point (s) of Production: New York, NY
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: Not Applicable
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.
- 9b. Government Purchase Card *is* accepted above the micro – purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: 5 Days ARO
- 11b. Expedited Delivery: 1-3 DARO
- 11c. Overnight and 2-Day Delivery: Yes
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency
12. F.O.B. Point(s): Destination
- 13a. Ordering Address: Computech International
Attn: Irene Liu/GSA Orders
110 Crossways Park Drive
Woodbury, NY 11797
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: Computech International
Attn: Accounts Receivable / Judith Shachi/
110 Crossways Park Drive
Woodbury, NY 11797

- | | |
|---|---|
| 15. Warranty Provision: | Manufacturer Standard |
| 16. Export Packing Charges: | Not Applicable |
| 17. Terms & Conditions of Government Purchase Card Acceptance: | Contact Contract Administrator |
| 18. Terms and conditions of rental, maintenance, and repair: | Not Applicable |
| 19. Terms and conditions of installation (if applicable): | Not Applicable |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | Not Applicable |
| 20a. Terms and conditions for any other services (if applicable): | Not Applicable |
| 21. List of service and distribution points (if applicable): | Not Applicable |
| 22. List of participating dealers (if applicable): | Not Applicable |
| 23. Preventative maintenance (if applicable) | Not Applicable |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): | Not Applicable |
| 24b. 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. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/ : | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 932683121 |
| 26. Computech International <i>is</i> registered in the Central Contractor Registration (CCR) database. | |
| 27. Product return policy | Product can be returned within 30 days from date of Shipment if unopened and in its original packaging. Customer will be responsible for cost of return shipment.
On a case by case basis, a return may be authorized for an open box and restocking fee of up to 15% will be applied. |

CONTRACT OVERVIEW

GSA awarded Computech International a GSA Federal Supply Schedule contract for Office Products/Supplies And Services And New Products/Technology (OFFICE), Contract No. GS-02F-0225X. The current contract period is 08/09/2011 – 08/08/2016. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Irene Liu
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Telephone: (516) 487-0101
Fax Number: (516) 487-5214
Email: irene@cti-intl.com

MARKETING AND TECHNICAL POINT OF CONTACT

Irene Liu
Computech International, Inc.
110 Crossways Park Drive
Woodbury, NY 11797
Telephone: (516) 487-0101
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Email: irene@cti-intl.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Office Products/Supplies And Services And New Products/Technology, for worldwide use. Executive agencies, other Federal agencies, mixed – ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

OFFICE PRODUCTS - Offerors may offer their entire commercial catalog, or may offer a select, limited line of office products. Office products include, but are not limited to items such as: pens, pencils, markers, xerographic paper, printer paper, fax paper, binders, tape, envelopes, shredders, helical-scan, longitudinally oriented video tapes, video cassettes, reel to reel audio tapes, blank endless loop audio cartridge tapes, magnetic tape audio recording cassette, computer tape, reel, cartridge, cassette, diskettes, disk packs, disk cartridges, anti-glare/anti-radiation screens (VDT), ergonomic products (wrist and foot rests), cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes, minivacuums, etc.) optical disks, CD ROMS, physical storage, security, protective and related ADP supplies, and toner cartridges. Toner cartridge offerors must provide arrangements for empty toner cartridges to be returned from customers. This may include prepaid shipping labels in the products packaging and/or rebates. **EXCLUSIONS:** All products which have been determined to be essentially the same as items available under the AbilityOne Program;(formerly JWOD)items which do not comply with the requirements set forth in Executive Order 13423 and Items which are not in compliance with the Trade Agreements Act. Firms offering their entire commercial catalog are only authorized to distribute this catalog to our customers. Any other catalogs cannot be used, substituted, or distributed with the GSA contract number printed on it, to GSA customers or other federal agencies.

INSTRUCTIONS FOR PLACING ORDERS FOR SUPPLIES BASED ON GSA SCHEDULE FIXED PRICES

GSA provides a streamlined, efficient process for ordering the supplies you need. GSA has already determined that Computech International's prices are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

Orders under the Micro-Purchase Threshold

- You can place the order directly with the contractor for the item that best meets your needs.

Orders over the Micro-Purchase Threshold

As required by FAR 8.404, you are required to:

- Review the GSA *Advantage!* online shopping service.
- Then make a Best Value determination.

OR

- Review 3 Schedule contractors' pricelists.
- Select Best Value (considering price, plus administrative costs).
- Place the order directly with Schedule contractor of your choice.

Orders over the Maximum Order Threshold

- Follow the procedures for orders over the micro-purchase threshold.
- Review additional price lists or use the GSA *Advantage!* online shopping service.
- Seek price reductions from Schedule contractors that represent Best Value.
- Place your order with the Schedule contractor offering the Best Value.

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

**PRODUCT PRICING
SIN 339940/OLM**



To view the complete catalog of products available under this GSA Schedule, please search under our contract number (GS-02F-0225X) at the [GSA Advantage! website](http://www.gsaadvantage.gov).