

KJL Letts Design, Inc.

Terms and Conditions

Contractor information:

Contractor: KJL Letts Design, Inc.(GS-03F-0001M)

Address: 2733 Via Orange Way Suite 103

Address: Spring Valley Ca. 91978

Website: www.letts-design.com

Maximum order: \$500,000.00

Minimum order: \$100.00

Time of Delivery: 60 days, ARO (after receipt of orders) or sooner

FOB: Origin

Business size: Small Business, Women Owned, Other than Minority Enterprise



Product or Services:

KJL-Letts Design Inc.

Building and Office Interiors

GSA Contract # GS-03F-0001M

www.letts-design.com

Fulfilling the quality of life for Military and Federal Government by providing quality window coverings and installation.

Under the FSC Group 72, Part II program, KJL- Letts Design Inc. offers the easiest way to purchase window coverings. Enhancements for dormitory or office buildings make one call, we have the latest fabrics and coordinating designs you need for your decorating needs. KJL-Letts Design Inc. does it all for you by providing a complete turnkey project beginning with designing, measuring and layout to the final installation. Once we complete our on time delivery of your product, you will have a workplace or living space that's everything it needs to be; quality products and a competitive price.

KJL-Letts Design Inc is a licensed, bonded contractor. Part of our job is to supply the right people and ready resources. We do that, here or abroad, for an entire building or just one room, from start to finish. Comfortable quarters are the key tool to improve the quality of life for military personnel. With first hand knowledge of Quality of Life issues, our team offers the insight of military and contracting experience. Whatever the specifications, we deliver with satisfaction. Whatever the problem, we solve it with originality and economy.

The GSA supply schedule is the guideline for all of our products. Government credit cards are accepted. Our list of completed government renovations speaks volumes. So does our reputation for quality, service and integrity.

It's all yours, all in one company!

Contact us and our sales staff will answer any of your questions. You may call toll free 1-888-579-8920, or email sales@letts-design.com . Please visit our website www.letts-design.com for more information.

INFORMATION FOR ORDERING ACTIVITIES

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS

SIN 722-02 - Window Coverings
SIN 722-03 - Coordinating Bedspreads and Comforters
SIN 722-04 - Cubicle Curtains and Hardware
SIN 722-04 - Optional Ancillary Services, Installation and Measuring Services
SIN 722-09 - Introduction of New Products

1b. LOWEST PRICE MODEL

SIN 722-02 - Window Coverings - \$100.00

1c. HOURLY RATES

Not Applicable

2. MAXIMUM ORDER

\$500,000.00

3. MINIMUM ORDER

\$100.00

4. GEOGRAPHICAL COVERAGE

World Wide

5. POINTS OF PRODUCTION

All products are manufactured in the United States.

6. DISCOUNTS

All prices shown herein are discounted from the commercial list price.

7. QUANTITY DISCOUNTS

SIN 722-02 - Window Coverings

1-20	50.25% Discount
21-50	55.25% Discount
51-100	60.25% Discount
101 - 150	65.25% Discount
151 & Up	70.25% Discount

Blinds

All Quantities 50.25% Discount

SIN 722-03 - Coordinating Bedspreads and Comforters

1-20	50.25% Discount
21-50	55.25% Discount

51-100	60.25% Discount
101 - 150	65.25% Discount
151 & Up	70.25% Discount

SIN 722-04 - Cubicle Curtains and Hardware

1-20	50.25% Discount
21-50	55.25% Discount
51-100	60.25% Discount
101 - 150	65.25% Discount
151 & Up	70.25% Discount

SIN 722-04 - Optional Ancillary Services, Installation and Measuring Services
All Quantities 50.25% Discount

SIN 722-09 - Introduction of New Products
Vinyl Horizontal Blinds (Only) All Quantities 50.25% Discount

8. PROMPT PAYMENT TERMS

Payment terms are Net 30 Days from date of invoice.

9a. GOVERNMENT PURCHASE CARDS

KJL Letts Design, Inc. will accept Government purchase cards below the micro-purchase threshold. Confirmation of order required

9b. GOVERNEMENT PURCHASE CARDS

KJL Letts Design, Inc. will accept Government purchase cards above the micro-purchase threshold. Confirmation of order required

10. FOREIGN ITEMS

Not Applicable

11a. TIME OF DELIVERY

60 days, ARO (after receipt of orders) or sooner

11b. EXPEDITED DELIVERY

Case by case basis, subject to availability

11c. OVERNIGHT OR 2 DAY DELIVERY

Case by case basis. The schedule customer can contact us for rates for overnight and 2 day delivery. Delivery for overnight and 2 day delivery are F.O.B. Origin and is subject to availability.

11d. URGENT REQUIREMENTS

The schedule customer can contact us if urgent delivery is required. KJL Letts Design, Inc. will make every effort to accommodate the urgent delivery as long as the product is available. If additional freight charges apply, they will be the responsibility of the Government.

12. **F.O.B. Points**
Origin.

13a. **ORDERING ADDRESS**

All orders placed under the contract must be issued to:

KJL-Letts Design Inc.
2733 Via Orange Way, Suite 103
Spring Valley, CA 91978

13b. **ORDERING PROCEDURES**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition (FAR) 8.405-3.

14. **PAYMENT ADDRESS**

KJL-Letts Design Inc.
2733 Via Orange Way, Suite 103
Spring Valley, CA 91978

15. **WARRANTY PROVISION**

The contractor guarantees the equipment furnished will be free from defects in material and workmanship for a period of not less than one year from date of delivery. All parts found defective within that period shall be replaced, with the cost of replacement, including shipping charges, to be borne by the contractor. Under no circumstances will any equipment covered by this guarantee be returned without (a) advance written notice to the Contractor, or (b) obtaining shipping instructions from the contractor.

16. **EXPORT PACKING CHARGES**

2% of total order.

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARDS ACCEPTANCE**

KJL Letts Design, Inc. will accept government purchase cards

18. **TERMS AND CONDITIONS OF RENTAL, MAINTANCE, AND REPAIR**

Not applicable

19. **TERMS AND CONDITIONS OF INSTALLATION**

Payment Term are net 30 days from date of invoice

20. **TERMS AND CONDITIONS OF REPAIR PARTS**

Not applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS

KJL Letts Design, Inc.

22. LIST OF PARTICIPATING DEALERS

KJL Letts Design, Inc.

23. PREVENTATIVE MAINTANCE

Not applicable

24A. SPECIAL ATTRIBUTES

Not applicable

24B. ELECTRONIC AND INFORMATION TECHNOLOGY

Not applicable

25. DUNS NUMBER

036241946

26. CCR DATABASE

KJL Letts Design is active in CCR.
Cage Code is available upon request
