

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: 75 Schedule Title: Office Products

Contract Number: GS-14-F-0019L

Contract Period: January 26, 2011 through January 25, 2016



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: Gail Wojciechowski
Email: gwojo@theofficestore.com

Business size: Small, Woman-Owned

Modification Number: PO-0198 Effective Date: 8-04-16

CUSTOMER INFORMATION

- 1a) **Schedule Title:** Multiple Awards Schedule – Group 75-200 – Office Products
- 2) **Maximum Order:** \$150,000 for SIN 75-200 and 75-85
- 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 3% - 77%
- 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 1 day 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 for the purpose of requesting 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