

**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](http://www.GSAAdvantage.gov).*

Schedule Number: 75 Schedule Title: OFFICE PRODUCTS/SUPPLIES AND SERVICES  
FSC Group: 7510

Contract Number: - GS-14F-0044M

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [www.fss.gsa.gov](http://www.fss.gsa.gov). Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of work.*

Contract Period: August 13, 2007 thru August 12, 2017

**Contractor Name** SITA BUSINESS SYSTEMS, INC.

Address: 14524H LEE RD

CHANTILLY, VA 20151-1640

Phone Number: (703)222-7272

Fax Number: (571)490-7987

Web site: <http://WWW.SITABS.COM>

Contact for contract administration: Liesha Mehra

Email: [liesha@sitabs.com](mailto:liesha@sitabs.com)

Business size: Small business

SBA Certified Small Disadvantaged business

Women Owned business

Modification Number: PS-0103      Effective Date: 8/1/2012

## CUSTOMER INFORMATION

1a. Table of awarded Special Item Numbers (SINs):

| <u>SIN #</u> | <u>SIN Title</u>  |
|--------------|-------------------|
| 75 200       | OFFICE PRODUCTS   |
| 75 85        | Restroom Products |

1b. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. Not Applicable.

1c. Maximum order for each SIN:

| <u>SIN#</u> | <u>MAXIMUM ORDER</u> |
|-------------|----------------------|
| 75 200      | \$150,000            |
| 75 85       | \$150,000            |

2. Minimum order: \$ 100

3. Geographic coverage (delivery area): *Domestic delivery is delivery within* CONUS (Continental United States): The 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and U.S. Territories

4. Point(s) of production: United States and various foreign countries TAA compliant.

5. Discount from list prices or statement of net price: Net prices are included on this price list.)

6. Quantity discounts: Quantity and volume discounts on a per order basis.

7. Prompt payment terms: 30 day Net

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Yes .

10. Foreign items: Country of Origin is indicated with each item on GSA Advantage!

11a. Time of delivery: 3-4 Days ARO.

11b. Expedited delivery: 1 Day

11c. Overnight and 2-day delivery: available with customer paying shipping

11d. Urgent requirements: Contact Contract Administrator for urgent requirements

12. F.O.B. point(s): Destination for CONUS, Alaska, Hawaii and Puerto Rico for all items shippable via USPS.

13a. Ordering address(es): SITA BUSINESS SYSTEMS, INC. Address: 14524H LEE RD CHANTILLY, VA 20151-1640

- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)).
14. Payment address: SITA BUSINESS SYSTEMS, INC. Address: 14524H LEE RD CHANTILLY, VA 20151-1640
15. Warranty provision: Manufacturer warranty applies.
16. Export packing charges: Not applicable.
17. Terms and conditions of Government purchase card acceptance : accepted for all orders
18. Terms and conditions of rental maintenance, and repair: Not applicable.
19. Terms and conditions of installation: Not applicable
20. Terms and conditions of repair parts: Not applicable
- 20a. Terms and conditions for any other services: Not applicable
21. List of service and distribution points: Not applicable
22. List of participating dealers: See GSA Advantage.
23. Preventative maintenance: Not applicable
- 24a. Special attributes such as environmental attributes: Not applicable
- 24b. If applicable, indicate that 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/](http://www.Section508.gov/). Not applicable .
25. Data Universal Number System (DUNS) number: 188587216
26. Notification regarding registration in Central Contractor Registration (CCR) database: Active in CCR; Registration valid until 09/21/2012
27. Company's policy regarding uncompensated overtime. Not applicable.

