

## 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).

ARMY BPA CUSTOMERS must order all office and technology supplies online at DOD EMALL. See the Ordering Procedures under Customer Information for ordering.

Schedule: 75 – Office Products/Supplies  
Contract #: GS-14F-0049M  
Army BPA Contract #: W911SE-04-A-0018  
Air Force BPA Contract #: FA6643-08-A-0019  
Cage #: 3F5E2  
Federal ID #: 36-4237318  
SIC #: 5943  
Duns #: 03-806-2712

Document Imaging Dimensions, Inc.  
1213 S. Bridge St.  
Yorkville, IL 60560-1716  
Phone: 1-877-934-3462  
Fax: 1-630-553-3877  
E-mail: [sales@did-inc.com](mailto:sales@did-inc.com)  
Web: [www.did-inc.com](http://www.did-inc.com)

Contract Period – August 28, 2002 – August 27, 2007  
Renewed Period – August 28, 2007 – August 27, 2012

For more information on ordering from Federal Supply Schedules visit <http://fss.gsa.gov>

Document Imaging Dimensions, Inc. is a woman owned small business.

See Customer Information on following page for more details.

## CUSTOMER INFORMATION

- 1a. **Special Item Numbers (SIN)** - 75-200 Office Products (Full Catalog Of Office Supplies)  
- 75-210 Office Services (Nationwide Laser Printer Service)
- 1b. **Pricing** – For Office Supplies Reference catalog.  
(Entire Catalog/Latest prices available on GSAAdvantage.gov)
- 1c. **Hourly Rates** - All Printer Service calls incur a minimum one hour charge and a \$30 travel fee.  
Service time exceeding one hour will be billed in tenth of an hour increments.
  - Monochrome/ Black and White Laser Printer Service - \$95.00 per hour
  - Color Laser Printer Service - \$125.00 per hour
  - Impact/Line Printer Service - \$150.00 per hour(See 17-23 below for terms and conditions)
2. **Maximum Order** - \$150,000.00
3. **Minimum Order** - \$50.00
4. **Geographic Coverage** – Continental US, APO/FPO locations.
5. **Point of Production** – Distribution centers across the U.S. including CA, IL, MO, PA and TX.
6. **Statement of Net Price** – All prices have been discounted from commercial pricing at least 10%.  
All current pricing posted on GSAAdvantage.gov and at DOD Email.
7. **Quantity Discounts** – None.
8. **Prompt Payment Terms** – None.
- 9a. **Government Purchase Cards** – Accepted for all purchases at or below the micro-purchase threshold.
- 9b. **Government Purchase Cards** – Accepted for all purchases at or above the micro-purchase threshold.
10. **Foreign Items** – None. Only TAA compliant items are sold.
- 11a. **Time of Delivery** –
  - a. **Standard Office Supplies:** Any orders received by close of business day will be shipped to arrive the next business day. Occasional backorders can occur.
  - b. **Bulk and Truck Load Orders:** Will be shipped 7-15 business days after receipt of orders.
  - c. **Furniture/Business Machines/Bulk Paper:** Shipped based on manufacturer's lead time and product availability. Call for special paper pricing by pallet and truck load.
  - d. **Printer service calls will be performed next day, pending any parts and security approval.**
- 11b. **Expedited Delivery** - Standard Office Supplies: Any orders received by close of business day will be shipped to arrive the next business day.
- 11c. **Overnight and 2-day delivery** - Standard Office Supplies: Any orders received by close of business day will be shipped to arrive the next business day. If schedule customer wants guaranteed overnight delivery or other shipping options, they may call 877-934-3462 for rates.
- 11d. **Urgent Requirements** – Please call 877-934-3462 for delivery options and rates.
12. **FOB Point** – Destination, 48 contiguous states, D.C. and APO/FPO points.
- 13a. **Ordering address** – Online: GSAAdvantage and the DOD Email.  
See more info under Ordering Procedures below.
- 13b. **Ordering procedures** - You can place an order in the following ways:
  - a. GSA Advantage!: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov) – Type in our contract# gs14f0049m in the search and then search our product codes.
  - b. DOD Email:
    - i. Go to <http://www.emall.dla.mil> ,login, and drill down to our name under Suppliers OR
    - ii. For ARMY- Login and choose the Army BPA corridor from top left drop down box
    - iii. Scroll to bottom left and click on Toner BPA-Document Imaging Dimensions OR
    - iv. For AIR FORCE- Login and choose the AF BPA corridor from top left drop down box
    - v. Drill down to our name under Suppliers.
    - vi. Search for product you need using MFG #s from our catalog.
  - c. Fax: 1-630-553-3877
  - d. Customer Service: 1-877-934-3462 (Available 8-5 CST Mon-Fri)
  - e. Address: Document Imaging Dimensions, Inc., 1213 S. Bridge St., Yorkville, IL 60560
14. **Payment Address** – Document Imaging Dimensions, Inc., 1213 S. Bridge St., Yorkville, IL 60560.
15. **Warranty** – All products carried by DID, Inc are subject to warranties covered by the manufacturer.
16. **Export packing charges** – Not applicable.
17. **Terms and conditions of Government purchase card** - All accepted. Due on receipt.

18. **Terms and conditions of rental, maintenance and repair –**  
Nationwide Laser Printer Service and Maintenance is offered for HP, Lexmark and Xerox laser printers and Printronix impact line printers. Please inquire about other Brands/Makes/Models at 1-877-934-3462.
  - a. Customer will be contacted within 4 business hours of placing a service call to clarify and diagnose the printer problem over the phone. Repairs are resolved over the phone whenever possible.
  - b. If problem is not resolved over the phone, applicable parts will be shipped to customer location to arrive the next day pending approval by customer.
  - c. A service technician will provide service on-site the next day pending approval and arrival of parts. Service provided Mon-Fri between 8-5 in respective time zone.
19. **Terms and conditions of installation –**  
Printer installation services will be billed at the applicable hourly rate depending on the type of printer (see rates above). There is a one hour minimum charge plus flat travel fee of \$30.
20. **Terms and conditions of repair parts –**  
All prices for parts needed must be pre-approved by the customer. All parts are shipped to arrive next day. A \$10.00 flat shipping fee will be charged to the customer for parts shipped.
- 20a. **Terms and conditions for other services –** Not applicable.
21. **List of service and distribution points –** Not applicable.
22. **List of participating dealers –** Not applicable.
23. **Preventive maintenance –**  
Preventive maintenance services will be billed at the applicable hourly rate depending on the type of printer (see rates above). There is a one hour minimum charge plus flat travel fee of \$30.
- 24a. **Environmental Attributes –** Applicable products are annotated in catalog.
- 24b. **Section 508 -** Compliance information is available at [www.did-inc.com/policy.htm](http://www.did-inc.com/policy.htm).
25. **DUNS # -** 03-806-2712.
26. **Central Contractor Registration (CCR) Data Base –** We are registered.