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:** 332510C    **Schedule Title:** Hardware Store, Home Improvement Center, Industrial or General Supply Store, or Industrial Maintenance Repair and Operations(MRO) Distributor - Catalog

**Contract Number:** GS-21-F-0054X

**Contract Period:** January 13, 2011 through January 12, 2021

**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-0226  
**Effective Date:** 05-10-2022
CUSTOMER INFORMATION

1) **Schedule Title:** Hardware Store, Home Improvement Center, Industrial or General Supply Store, or Industrial Maintenance Repair and Operations (MRO) Distributor - Catalog

2) **Maximum Order:** SIN 332510C $750,000;

3) **Minimum Order:** $250.00

4) **Geographic Coverage:** CONUS

5) **Points of Production:** Various locations by manufacturer

6) **Basic Discount:** Prices shown herein are NET (Discount Deducted 5% - 90.5% OR Better)

7) **Quantity Discount:** NONE

8) **Prompt Payment Terms:** 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 3 days 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.
372-C Wythe Creek Rd.
Poquoson, VA 23662

14) **Payment Address:**
The Office Group, Inc.
372-C Wythe Creek Rd.
15) Warranty Provision: 30 Day warranty provided. Standard Manufacturer Warranty Policy goes into effect after 30 days
16) Export Packing Charges: A fee of $200 per pallet will be added to orders that requires palletizing of products

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): N/A

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