33721P Furniture

Office, Conference, Classroom
FSC 7110; NAICS 337214
GS-27F-0020X
Terms & Conditions

Forms & Supply, Inc.
d/b/a FSIoffice
6410 Orr Road
Charlotte, NC 28213-6332
Phone: 704.598.8971
Fax: 704.596.6098

Effective: December 17, 2010 – December 17, 2025
1a. SIN 33721P Packaged Office, Conference, & Classroom

Schedules
- 71 Furniture
- 72 Furnishings

SIN 33721P
Packaged Furniture (Products/Services predicated upon GSA accepted contract suppliers)

Services
- Ancillary Services
- Site Preparation Services
- Warehouse Services

Supplier SINs . . .

Televisions
Television for Hospital, Hotels and Motel
VCRs, VCP, DVD
Television/VCR/DVD Combinations
Audio Components
Television and Audio Accessories
Hand Held Camcorders
Recording and Reproducing Video and Audio Equipment, Including Spare & Repair Parts, and Accessories
Packaged Offices
Dormitory, Quarters, Residential Casegoods and Beds
Casual and Outdoor Furniture and Accessories
Classroom Furniture
Cafeteria and Food Service Furniture
(*Small Business Set-Aside)
Hospital and Geriatric Chairs
Chair, Convalescent, (*Small Business Set-Aside.)
Installation Service
Furniture Systems and workstation clusters.
Worksurfaces, workstations, computer furniture and accessories.
Filing and Storage cabinets, shelves and accessories
High density movable filing systems and accessories
Executive Office Furniture.
Executive Conference Room Furniture
Tables and Accessories (for Executive)
Upholstered Seating
Multiple Seating
Multi-Purpose Seating
Stacking Chairs and Dollies or trucks designed to support stacking chairs.
1a. SIN 33721P Packaged Office, Conference, & Classroom Continued

Display and Communication Boards, Wall Stations, and Accessories
Reconfiguration and relocation services (Furniture).
Design/Layout Service(s) for Systems and ADP Furniture
Installation Service(s).
Introduction to New Products
Wall Art including Paintings, Photographs, and Posters
(*Small Business Set-Aside)

1b. Product Low item prices predicated on Supplier contracts

• Installation Services: Installation services will be charged a rate of 14% of the net price of the purchase order for installation projects up to $500. Installation may be subject to a minimum charge, up to $250.00. Installation projects in excess of $500 will be negotiated on a case-by-case basis.

• Staging: Staging services will be charged as 7% of the net price of the purchase order.

• Warehousing: Available (Not On Contract)

• Site Preparation: The maximum that will be charged for site preparation, regardless of the number of hours worked, is 15% of the net price of the purchase order. Services may be subject to a minimum charge, up to $250.00.

• Ancillary Services: The maximum that will be charged for ancillary services, regardless of the number of hours worked, is 15% of the net price of the purchase order. Services may be subject to a minimum charge, up to $250.00.

1c. Design/Layout Services

Services are provided by Commercial Interior Designers and/or Commercial Space Planners who hold an Interior Design degree, and/or hold an NCIDQ certification, or who have a minimum of 2 years of Industry experience as a CAD operator, and are under the direction of a trained Design professional.

2. Maximum order: $1,000,000.00 Net product
3. Minimum order: $100.00 Net
4. Geographic coverage: CONUS/POE
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Point(s) of production</td>
<td>Predicated on Suppliers contract</td>
</tr>
<tr>
<td>6.</td>
<td>Discount from list prices</td>
<td>Predicated on Suppliers contract</td>
</tr>
<tr>
<td>7.</td>
<td>Quantity discounts</td>
<td>Predicated on Suppliers contract</td>
</tr>
<tr>
<td>8.</td>
<td>Prompt payment terms</td>
<td>Net 30</td>
</tr>
<tr>
<td>9a.</td>
<td>Government purchase cards are accepted at or below the micro-purchase threshold.</td>
<td></td>
</tr>
<tr>
<td>9b.</td>
<td>Government purchase cards are accepted above the micro-purchase threshold.</td>
<td></td>
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<tr>
<td>10.</td>
<td>Foreign items</td>
<td>Predicated on Suppliers contract</td>
</tr>
<tr>
<td>11a.</td>
<td>Time of delivery</td>
<td>15-90 Days ARO Predicated on Suppliers contract</td>
</tr>
<tr>
<td>11b.</td>
<td>Expedited Delivery</td>
<td>None offered. (Available on select products, contact Contractor for details)</td>
</tr>
<tr>
<td>11c.</td>
<td>Overnight &amp; 2-day delivery</td>
<td>None offered.</td>
</tr>
<tr>
<td>11d.</td>
<td>Urgent Requirements</td>
<td>Please note that this contract contains an “Urgent Requirements” clause (I-FSS-140-B). Agencies may contact the Contractor’s representative to effect a faster delivery.</td>
</tr>
<tr>
<td>12.</td>
<td>F.O.B.</td>
<td>Origin, CONUS/POE Predicated on applicable Suppliers contract</td>
</tr>
</tbody>
</table>
| 13a. | Ordering address                                                            | Forms & Supply, Inc. or (d/b/a)  
**FSI Office**  
P.O. Box 563953  
Charlotte, NC 28256-3953  
CAGE CODE: 0CPP2                                                                                                                                 |
| 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 (fss.gsa.gov/schedules). Activities are asked to reference “Participating Representatives” in the body of the order. |
| 14.  | Payment address                                                             | Forms & Supply, Inc. or (d/b/a)  
**FSI Office**  
P.O. Box 563953  
Charlotte, NC 28256-3953  
GS-27F-0020X Customer Information |
<table>
<thead>
<tr>
<th></th>
<th>Warranty:</th>
<th>Standard written commercial warranty</th>
</tr>
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<tbody>
<tr>
<td>16.</td>
<td>Export packing:</td>
<td>None offered</td>
</tr>
<tr>
<td>17.</td>
<td>Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)</td>
<td>None; No additional discounts</td>
</tr>
<tr>
<td>18.</td>
<td>Terms and conditions of rental, maintenance, &amp; repair</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>19.</td>
<td>Terms and conditions of installation</td>
<td>For installation orders under $500.00 services shall be NTE 14% of product net. (subject to a minimum charge; up to $250)</td>
</tr>
<tr>
<td>20a.</td>
<td>Terms and conditions of repair parts</td>
<td>Available as commercial practice</td>
</tr>
<tr>
<td>20b.</td>
<td>Terms and conditions for any other services</td>
<td>Design/Layout Services $50.00/hr.</td>
</tr>
<tr>
<td>21.</td>
<td>List of service and distribution points</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>22.</td>
<td>List of participating dealers</td>
<td>N/A Contact Contractor for CTA arrangements</td>
</tr>
<tr>
<td>23.</td>
<td>Preventive maintenance</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>24a.</td>
<td>Special attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)</td>
<td>A variety of products and offerings contain high post-consumer recycled content. Contact Contractor for more details.</td>
</tr>
<tr>
<td>24b.</td>
<td>Section 508</td>
<td>Not applicable</td>
</tr>
<tr>
<td>25.</td>
<td>DUNS number</td>
<td>024473100</td>
</tr>
<tr>
<td>26.</td>
<td>Forms &amp; Supply, Inc. d/b/a FSI Office is registered in the Central Contractor Registration (CCR) database.</td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Cancellation</td>
<td>Cancellation shall be at No Charge prior to production. Once in production the contractor shall be entitled to collect cost incurred if products are not sold within 120 days.</td>
</tr>
<tr>
<td>28.</td>
<td>Restocking</td>
<td>Restocking shall be authorized in writing prior to return of items. Restocking charges of 25% shall apply. The government shall pay and bear responsibility for transportation. Return credit is subject to inspection and product being returned in salable</td>
</tr>
</tbody>
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