General Services Administration
Multiple Award Schedule

Stephens Office Systems Inc.

Authorized Federal Supply Schedule Price List
SIN 33721P - Packaged Office Furniture
SIN OLM - Order-Level Materials

Contract Number
GS-27F-0021X

Contact: Jennie Douglas
980-721-2182
Jennied@stephensoffice.com

www.stephensoffice.com
Contract Terms and Conditions:

1. **Table of Award:**
   - SIN 33721P - Packaged Office Furniture
   - SIN OLM - Order-Level Materials

2. **Maximum order:** SIN 33721P - $2,000,000.00

3. **Minimum order:** $100.00 Net

4. **Geographic Coverage:** Contiguous USA

5. **Point of Production:** According to Manufacturer on GSA Schedule

6. **Discount from List Prices:**

7. **Quantity Discount:** According to Manufacturer on Schedule

8. **Payment Terms:** Net 30

9. **Government Credit Cards:** Accepted at and below micro-purchase threshold

10. **Foreign Items:** According to Manufacturer on Schedule

11. **Time of Delivery/ Expedited/ Overnight/ 2 Day:** According to Manufacturer Schedule

12. **FOB Points:** According to Manufacturer on Schedule

13. **Ordering Address:** Stephens Office Systems
    300 Foster Ave
    Charlotte, NC 28203
    (P) 980-721-2182

** Ordering Procedures:** Orders can be emailed to Jennied@stephensoffice.com. All orders, order changes and cancellations must be submitted in writing.

14. **Payment Address:** Stephens Office Systems
    300 Foster Ave
    Charlotte, NC 28203

15. **Warranty Provision:** According to Manufacturer on Schedule

16. **Export Packing Charges:** According to Manufacturer on Schedule

17. **Government Credit Cards:** Accepted

18. **Terms and Conditions of Maintenance and Repair:** Contact SOS for terms per Manufacturer

19. **Installations Services:** Installation projects will be charged $45 per man, per hour.

20. **Terms and Conditions for:**
    - Repairs of parts: Contact SOS for Manufacturer terms
    - Other Services: Additional Administrative services deemed necessary will be negotiate at the ordering agency level
21. **List of Service Distributions:** Stephens Office Systems
   300 Foster Ave
   Charlotte, NC 28203

22. **List of Participating Dealers:** N/A

23. **Preventative Maintenance:** N/A

24. **Special Attributes:** According to Manufactures on Schedule
   - **Section 508:** According to Manufactures of Schedule

25. **DUNS Number:** 093343739

26. **Central Contractor Registration (CCR):** Cage Code 4STE4

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**71-1 Packaged Office:**

- Furniture Systems and Workstations
- Expansion Desking Systems
- File and Storage Cabinets
- Shelving, Mobile Carts, Racking Systems
- Executive Office Furniture
- Conference room Set ups (including raised flooring)
- Tables and Accessories
- Task Seating
  - Guest Seating including multiple seating options (sofas, Ganged seating etc.)
- Stack seating with Dollies
- Training room Furniture
- Industrial Furniture, Workbenches, Worktables and Storage
- Signage
- High Density Storage Cabinet, Modular Cabinets
- Furniture Design/Layouts
- Furniture Installation