



GS-28F-0002U

71 Furniture
Office, Conference, Classroom
FSC 7110; NAICS 337214
GS-28F-0002U

December 4, 2007 - December 3, 2012

Office Services, Inc
(DBA) Office Services
1042 Lynes Avenue
Savannah, GA 41415-1637
Ph: (912) 232-7500 Fx: (912) 232-7700

www.officeservicessav.com
Small Business

CUSTOMER INFORMATION:

1a. SIN 71-1 Packaged Office, Conference, & Classroom

Schedules	71 Furniture 72 Furnishings
SIN 71-1 Services	Packaged Furniture Ancillary Site Preparation

Supplier SINS

- SIN 711-1** Furniture Systems and workstation clusters.
- SIN 711-2** Worksurfaces, workstations, computer furniture and accessories.
- SIN 711-3** Filing and Storage cabinets, shelves and accessories.
- SIN 711-7** High density movable filing systems and accessories.
- SIN 711-8** Executive Office Furniture.
- SIN 711-11** Tables and Accessories (for Executive).
- SIN 711-17** Multiple Seating.
- SIN 711-18** Multi-Purpose Seating.
- SIN 711-19** Stacking Chairs and Dollies or trucks designed to support stacking chairs.
- SIN 711-93** Reconfiguration and relocation services (Furniture).
- SIN 711-94** Design/Layout Service(s) for Systems and ADP Furniture
- SIN 711-95** Installation Service(s).
- SIN 711-96** Leasing
- SIN 722-05** Wall art including paintings photographs and posters



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- 1b. Product Low item prices predicated on Supplier contracts
- **Installation Services:** Installation services will be charged a rate of 12% of the net price of the purchase order for installation projects up to \$500. Installation projects in excess of \$500 will be negotiated on a case-by-case basis.
 - **Staging:** Staging services will be charged as 6% of the net price of the purchase order.
 - **Warehousing:** Product will be warehoused at a rate of \$0.50 per square foot.
 - **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.
 - **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.

1c. SIN 711-94 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.

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|------|--|--|
| 2. | Maximum order. | \$1,000,000.00 Net product |
| 3. | Minimum order. | \$ 100.00 Net |
| 4. | Geographic coverage | CONUS/POE |
| 5. | Point(s) of production | Predicated on Suppliers contract |
| 6. | Discount from list prices | Predicated on Suppliers contract |
| 7. | Quantity discounts. | Predicated on Suppliers contract |
| 8. | Prompt payment terms. | Net 30 |
| 9a. | Government purchase cards are accepted at or below the micro-purchase threshold. | |
| 9b. | Government purchase cards are accepted above the micro-purchase threshold. | |
| 10. | Foreign items | Predicated on Suppliers contract |
| 11a. | Time of delivery: | 15-90 Days ARO
Predicated on Suppliers contract |



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| 11b. | Expedited Delivery. | None offered. |
| 11c. | Overnight and 2-day delivery. | None offered. |
| 11d. | Urgent Requirements. | 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. |
| 12. | F.O.B. | Origin, CONUS/POE
Predicated on Suppliers contract |
| 13a. | Ordering address | Office Services, Inc.
1042 Lynes Avenue
Savannah, GA 31415
TAX ID # 58-2633959
CAGE CODE: 4RSQ5 |
| 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 | Office Services, Inc.
1042 Lynes Avenue
Savannah, GA 31415 |
| 15. | Warranty | Standard written commercial warranty |
| 16. | Export packing. | None offered |
| 17. | Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level) | None; No additional discounts |
| 18. | Terms and conditions of rental, maintenance, and repair | Not Applicable |
| 19. | Terms and conditions of installation | For installation orders under \$500.00 services shall be NTE 12% of product net. |
| 20. | Terms and conditions of repair parts | Available as commercial practice |



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20a.	Terms and conditions for any other services	Design/Layout Services \$60.00/hr.
21.	List of service and distribution points	Contact Office Services
22.	List of participating dealers	Contact Contractor or see website
23.	Preventive maintenance	Contact Contractor
24a.	Special attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).	A variety of products and offerings contain high post-consumer recycled content. Contact Contractor for more details
24b.	Section 508	Not applicable
25.	DUNS number	127209976
26.	Office Services is registered in the Central Contractor Registration (CCR) database.	
27.	Cancellation	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.
28.	Restocking	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 condition