On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order is available through GSA Advantage, a menu driven database system. The INTERNET address for GSA’s Advantage is: http://www.gsaadvantage.gov

**GSA Contract Number: GS-28F-001AA**

Contract Period: October 15, 2012 to October 14, 2022

Contractor: OfficeSource, Ltd
1133 Broadway
San Antonio, TX 78215
Phone: 210-212-7742
Fax: 210-212-8845
E-Mail: Gov@o-ltd.net
Web: www.o-ltd.net

Business Size: Small Woman Owed
HUB Certified

CCR Registration: Cage Code #0ZV20
DUNS # 94-681-9653
Tax ID # 74-2774683

Customer Information

1. Special Item numbers (SINs): 33721P Packaged Offices including the following services:
   - Installation Services
   - Warehousing Services
   - Electrician Services

2. Maximum Order: $5,000,000
3. Minimum Order: $100
4. Geographic Coverage: Domestic United States and Territories

5. POINTS OF PRODUCTION
The Hon Company: Points of Production in accordance with GSA Schedule Contract GS-27F-0015S

Humanscale Corporation: Points of Production in accordance with GSA Schedule Contract GS-29F-0001N

Krueger International: Points of Production in accordance with GSA Schedule Contract GS-28F-0033P

National Furniture Group: Points of Production in accordance with GSA Schedule Contract GS-27F-0034X

Teknion LLC: Points of Production in accordance with GSA Schedule Contract GS-27F-0013V

Versteel: Points of Production in accordance with GSA Schedule Contract GS-28F-0008S

HBF: Points of Production in accordance with GSA Schedule Contract GS-28F-0020M

Prismatique: Points of Production in accordance with GSA Schedule Contract GS28F0021N

Claridge: Points of Production in accordance with GSA Schedule Contract GS-28F-0042U

Exemplis: Points of Production in accordance with GSA Schedule Contract GS-29F-0295H

6. GSA DISCOUNT FROM LIST:

The Hon Company: GSA discounts in accordance with GSA Schedule Contract GS-27F-0015S

Humanscale Corporation: GSA discounts in accordance with GSA Schedule Contract GS-29F-0001N

Krueger International: GSA discounts in accordance with GSA Schedule Contract GS-28F-0033P

National Furniture Group: GSA discounts in accordance with GSA Schedule Contract GS-27F-0034X

Teknion LLC: GSA discounts in accordance with GSA Schedule Contract GS-27F-0013V

Versteel: GSA discounts in accordance with GSA Schedule Contract GS-28F-0008S

HBF: GSA discounts in accordance with GSA Schedule Contract GS-28F-0020M

Prismatique: GSA discounts in accordance with GSA Schedule Contract GS28F0021N

Claridge: GSA discounts in accordance with GSA Schedule Contract GS-28F-0042U

Exemplis: GSA discounts in accordance with GSA Schedule Contract GS-29F-0295H

7. Quantity Discounts: According to above listed schedules (see #6)

8. Payment Terms: Net 30

9. Government Credit Cards: accepted at or below the micro-threshold amount.
10. Foreign items: According to above listed schedules (see #6)

11a. Time of Delivery: According to above listed schedules (see #6)

11b. Expedited Delivery: According to above listed schedules (see #6)

12. F.O.B Points: According to above listed schedules (see #6)

13. Ordering Address:
   OfficeSource, Ltd
   1133 Broadway
   San Antonio, TX 78215
   Fax (210) 212-8845
   Email: Gov@o-ltd.net

14. Payment Address:
   OfficeSource, Ltd
   1133 Broadway
   San Antonio, TX 78215

15. Warranty; According to above listed schedules (see #6)
   Manufacturer’s warranty applies to all purchases. Installation services are guaranteed for one year.

16. Export Packaging Charges: Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance: No additional discount.

18. Terms and Conditions of Repair Parts: Specified on a quote-by-quote basis.

19. Terms and Conditions of Installation: See Services Offered Section Below
   Installation: $35.00 per hour (Monday through Friday, 8:00AM to 5:00PM) for orders under $150,000. Installation services in excess of $500 be negotiated on a case-by-case basis.

   OfficeSource, Ltd. must be notified 24 hours in advance of any cancellation of a scheduled installation. If the job site is not available on the mutually agreed upon customer required date, charges will be assessed to the Buyer for additional handling or redirecting of product at a standard hourly rate or actual charges if performed by a third party.

   Charges will be assessed to the Buyer for excessive handling, storage and transportation incurred because of site conditions, activity of other trades, or other reasons not specifically identified in
the price quotation at a standard hourly rate or actual charges if performed by a third party. Disconnect/reconnect of electrical hardwiring, phones or cabling is not included.

20. Terms and Conditions for other Services:
   **Ancillary**: For ancillary services up to $10,000, 12% of the purchase order. Ancillary Services above $10,000 will be negotiated on a project-by-project basis.
   **Project Management**: Management support services for the design, installation and reconfiguration of office furniture - $65.00 per hour
   **Staging**: 100.00 per trailer/per day Mon-Friday. $150.00 per trailer/per day Saturday & Sunday.
   **Warehousing**: Warehousing of Packaged office furniture: $.75 per cubic foot per month

21. Service and Distribution: Not applicable

22. List of Participating Dealers: Not Applicable

23. Preventative maintenance: Not Applicable

24. Environmental Attributes: According to above listed schedules (see #6)

25. DUNS: # 94-681-9653

26. SAM Registration: Yes / OfficeSource is registered

27. FEIN- Tax Identification Number: Tax ID # 74-2774683