

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

*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!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA-Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov>*

**Furniture Schedule  
FSC Group: 71**

**Contract Number GS-28F-001BA  
Contract Period: October 24, 2013 – October 23, 2018**

*For more information on ordering from Federal Supply Schedules click here: <http://www.gsa.gov/eligibilitytouse>*



**Arctic Office Products**

**Arctic Office Machine, Inc.  
d/b/a Arctic Office Products  
100 West Fireweed Lane  
Anchorage, AK 99503-2604**

**DUNS: 035401140  
Telephone: (907) 276-2322  
Fax: (907) 279-4359  
[www.arcticoffice.com](http://www.arcticoffice.com)**

**Business Size/Status: Small Business  
Prices shown herein are NET (discount deducted)  
Pricelist current through modification #A503 dated March 9, 2016**



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## GENERAL CONTRACT INFORMATION

- 1a. Awarded Special Item Number (SIN): 71-1, Packaged Offices
- 1b. Lowest Priced Model Number and Lowest Price: Arctic Office – Project Management, Design, and Reconfiguration at \$65.00/hour  
Allsteel, Inc. – *See GS-28F-0001V pricelist*  
The HON Company – *See GS-27F-0015S pricelist*
- 1c. Labor Category Descriptions: Not Applicable
2. Maximum Order: \$5,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage: Domestic Only
5. Points of Production: Arctic Office – Anchorage, AK  
Allsteel, Inc. – Muscatine, IA  
The HON Company – Muscatine, IA
6. Discount from List Price: All Arctic Office prices herein are net  
Allsteel, Inc. – *See GS-28F-0001V pricelist*  
The HON Company – *See GS-27F-0015S pricelist*
7. Quantity Discounts: As noted in manufacturers' pricelists
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Card *is* accepted above the micro-purchase threshold.
10. Foreign Items: As noted in manufacturers' pricelist
- 11a. Time of Delivery: 60 days ARO, according to above-listed schedules
- 11b. Expedited Delivery: According to above-listed schedules, contact Arctic Office for details on specific models
- 11c. Overnight and 2-Day Delivery: According to above-listed schedules, contact Arctic Office for details on specific models
- 11d. Urgent Requirement: Contact Arctic Office for details
12. F.O.B. Point(s): As noted in manufacturers' pricelists
- 13a. Ordering Address: Arctic Office Products  
Attn: GSA Orders  
100 Fireweed Lane  
Anchorage, AK 99503
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address:	Arctic Office Products Attn: Accounts Receivable 100 Fireweed Lane Anchorage, AK 99503
15. Warranty Provision:	As noted in manufacturers' pricelists
16. Export Packing Charges:	Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance:	Accepted for orders above and below the micro-purchase threshold
18. Terms and conditions of rental, maintenance, and repair:	Contact Arctic Office
19. Terms and conditions of installation:	15.0% net price for purchases under \$150,000. All orders over \$150,000 will be negotiated on a case-by-case basis.
20a. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:	Contact Arctic Office
20b. Terms and conditions for any other services:	<b>Project Management:</b> \$65.00/hour for purchases < \$150,000; orders >\$150,000 negotiated on a case-by-case basis <b>Design:</b> \$65.00/hour for purchases < \$150,000; orders >\$150,000 negotiated on a case-by-case basis <b>Reconfiguration:</b> \$65.00/hour for purchases < \$150,000; orders >\$150,000 negotiated on a case-by-case basis
21. List of service and distribution points:	Not Applicable
22. List of participating dealers:	Not Applicable
23. Preventative maintenance:	Not Applicable
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):	As noted in manufacturers' pricelists
24b. Section 508 Compliance:	Not Applicable
25. Data Universal Number System (DUNS) Number:	035401140
26. Arctic Office Products <i>is</i> registered in the System for Award Management.	

## **CONTRACT OVERVIEW**

GSA awarded Arctic Office Products a GSA Federal Supply Schedule contract for Furniture (71), Contract Number GS-28F-001BA. The base contract period covers October 24, 2013 – October 23, 2018. GSA may exercise a total of up to three additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials orders using the rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Jim Strong, Vice President  
Arctic Office Products  
100 West Fireweed Lane  
Anchorage, AK 99503-2604  
Telephone: (907) 276-2322  
Email: [jstrong@arcticoffice.com](mailto:jstrong@arcticoffice.com)

## **BRIEF COMPANY OVERVIEW**

Arctic Office Products is an Alaskan owned and operated office products dealer. Established in 1946, Arctic Office Products employs more than 100 Alaskans. We are the largest full service office products dealer in the state, providing furniture, office supplies, office machines, and a factory trained service department.

Alaska First – Our Alaska First philosophy is the backbone of our organization. We began as a small Alaskan business in 1946 and have grown to more than 100 associates serving rural and urban Alaska. AOP is the only full-line office products company in Alaska. We offer top-quality office furnishings, an enormous array of office supplies and the leading-edge office equipment technology. We proudly employ 17 Canon and Sharp factory-trained service technicians. Despite the logistical and climatic challenges we face in Alaska, we consistently respond to customer calls in a rapid manner.

It is not just our product selection, but also our people, the spirit of our workplace, and our commitment to ethical values that make us an outstanding company to work with. Arctic Office Products' goal is to develop and maintain long-term customer relations that are mutually beneficial. Our commitment is to offer our customers competitive pricing, quality products, and excellent value molded with old fashion customer service. We encourage our customers to evaluate our product and services so that we may continually improve our offering.

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for furniture, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTION**

71-1, Packaged Offices

## INSTRUCTIONS FOR PLACING ORDERS FOR SUPPLIES BASED ON GSA SCHEDULE FIXED PRICES

GSA provides a streamlined, efficient process for ordering the supplies you need. GSA has already determined that Arctic Office Products' prices are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

Orders under the Micro-Purchase Threshold (\$3,500)
<ul style="list-style-type: none"><li>Select the contractor best suited for your needs and place the order.</li></ul>
Orders in-between the Micro-Purchase Threshold (\$3,500) and the Simplified Acquisition Threshold (\$150,000)
As required by FAR 8.404, you are required to: <ul style="list-style-type: none"><li>Review the GSA <i>Advantage!</i> online shopping service, review at least three Schedule contractors' price lists, or obtain quotations from at least three GSA Schedule contractors.</li><li>Evaluate, then make a Best Value determination.</li><li>Place the order directly with Schedule contractor of your choice.</li></ul>
Orders over the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"><li>Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least <b>three</b> contractors.</li><li>Seek price reductions.</li><li>Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</li><li>Place your order with the Schedule contractor offering the Best Value.</li></ul>

### Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information". Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#).

## **REQUIREMENTS EXCEEDING THE MAXIMUM ORDER**

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.



## CONTRACT PRICING

### ARCTIC OFFICE INSTALLATION AND SERVICE RATES

**Installation:** 15.0% of net price for purchases under \$150,000. All orders over \$150,000 will be negotiated on a case-by-case basis.

**Other services:** **Project Management:** Billed at \$65.00/hour for purchases with a value < 150,000; orders with a value > 150,000 are negotiated on a case-by-case basis

**Design:** Billed at \$65.00/hour for purchases with a value < 150,000; orders with a value > 150,000 are negotiated on a case-by-case basis

**Reconfiguration:** Billed at \$65.00/hour for purchases with a value < 150,000; orders with a value > 150,000 are negotiated on a case-by-case basis

### FURNITURE MANUFACTURERS AVAILABLE ON THIS CONTRACT

Allsteel, Inc.

[GS-28F-0001V](#)

SIN	SIN Description	SIN	SIN Description
71-302	Training Room, Auditorium and Theater	711-16	Upholstered Seating
711-1	Furniture Systems and Workstation Clusters	711-18	Multipurpose Seating
711-2	Worksurfaces, Workstations, Computer Furniture, and Accessories	711-19	Stacking Chairs and Dollies
711-3	Filing and Storage Cabinets	711-91	Project Management
711-8	Executive Office Furniture	711-93	Reconfiguration and Relocation
711-9	Executive Conference Room Furniture	711-94	Office Design / Layout
711-11	Tables and Accessories	711-95	Office Furniture Installation

The HON Company

[GS-27F-0015S](#)

SIN	SIN Description	SIN	SIN Description
71-302	Training Room, Auditorium and Theater	711-16	Upholstered Seating
711-1	Furniture Systems and Workstation Clusters	711-17	Multiple Seating
711-2	Worksurfaces, Workstations, Computer Furniture, and Accessories	711-18	Multipurpose Seating
711-3	Filing and Storage Cabinets	711-19	Stacking Chairs and Dollies
711-8	Executive Office Furniture	711-93	Reconfiguration and Relocation
711-9	Executive Conference Room Furniture	711-94	Office Design / Layout
711-11	Tables and Accessories	711-95	Office Furniture Installation