

**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!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).*

Schedule Number: 71 Furniture      Schedule Title: 71 Furniture

Contract Number: - GS-28F-0029U

Contract Period: June 24, 2013 through June 23, 2018  
Modification PO-0009



DBA: Stephens Office Supply  
Address: 372 C Wythe Creek Rd Poquoson, VA 23662  
Phone Number: 757-868-0914  
Fax Number: 757-868-0507  
Web site: [www.theofficestore.com](http://www.theofficestore.com)  
Contact for contract administration: Gail Wojciechowski  
Email: [gwojo@theofficestore.com](mailto:gwojo@theofficestore.com)

Business size: Small, Woman-Owned

## CUSTOMER INFORMATION

1. Awarded Special Item Numbers (SINs): 71-1 Package Office

2. Maximum order for each SIN:

<u>SIN#</u>	<u>MAXIMUM ORDER</u>
71 1	\$ 1,000,000

3. Minimum order: \$ 100

4. Geographic coverage (delivery area): FOB Destination 48 Contiguous States

5. Point(s) of production: USA, Canada, NAFTA Country, Trade Agreement Countries

6. Discount from list prices or statement of net price: GSA Contract prices per the manufacturer GSA Schedule

7. Quantity discounts: Varies by SIN and Manufacturer

8. Prompt payment terms: ½% 10 net 30

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Yes

10. Foreign items: N/A

11a. Time of delivery: 90 days ARO or sooner. Most items ship within 4-6 weeks

11b. Expedited delivery: Inquire if available for specific manufacturers

11c. Overnight and 2-day delivery: Not Applicable

11d. Urgent requirements: Considered

12. F.O.B. point(s): Destination

13a. Ordering address(es): The Office Group, Inc.  
DBA: Stephens Office Supply  
372 C Wythe Creek Rd.  
Poquoson, VA 23662

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 ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)).

14. Payment address: The Office Group, Inc.  
DBA: Stephens Office Supply  
372 C Wythe Creek Rd.  
Poquoson, VA 23662

15. Warranty provision: Manufacturers' warranties apply to all purchases

16. Export packing charges: Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
18. Terms and conditions of rental maintenance, and repair: Not Applicable
19. Terms and conditions of installation: Installation performed by contract holder
20. Terms and conditions of repair parts: Not Applicable
- 20a. Terms and conditions for any other services: Not Applicable
21. List of service and distribution points: United States
22. List of participating dealers: Not Applicable
23. Preventative maintenance: Not Applicable
- 24a. Special attributes such as environmental attributes: Per Manufacturer GSA Schedule
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/). Not Applicable
25. Data Universal Number System (DUNS) number: 119079903
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered, Registration valid to 01/26/2016
27. Company's policy regarding uncompensated overtime. Not Applicable