

## INFORMATION FOR ORDERING ACTIVITIES

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BUSINESS SIZE: Small

1a. **Intended Use:**

The furniture on this schedule is intended for use by Government executives (or equivalent military rank) in the Executive, Judicial Legislative Branches of the Federal Government. **Grades of construction/materials** are identified by an additional suffix (1, 2, 3, 4, 5, or 6). The grades of furniture were established to help our customers make a good purchasing decision based on their needs and budget. Grade (1) includes furniture that tends to be the most expensive on this schedule, Grade (2) furniture tends to be more moderately priced and Grades (3-6) furniture tend to be progressively more affordably priced when compared to Grades (1) and (2).

**Grades of Construction/Materials:**

- Grade (1) All exposed solid parts such as top rims, base rails etc. (except decorative accents, inlays and painted parts) shall be the same species as the face veneer. Top and bottom edges of drawer fronts shall be solid wood in the same species as the face veneers. Drawer sides and backs shall be solid wood.
- Grade (2) Exposed wood panel trim and rim on tops shall be the same wood species as the face veneer on the top. Some or all other exposed solid parts, such as base rails, can be an alternative wood species (such as poplar or gum) different from the face veneers. Exposed, finished engineered wood core material such as MDF is acceptable only for the edges of drawer fronts. Drawer sides shall be solid wood or veneer core plywood/laminated construction.
- Grade (3) Most or all exposed solid parts can be an alternative wood species (such as poplar or gum), different from the face veneers. Exposed, finished engineered wood core material such as MDF is acceptable only for the edges of drawer fronts. Drawer sides shall be solid wood or veneer core plywood/laminated construction.
- Grade (4) Most or all exposed solid parts can be an alternative wood species (such as poplar or gum), different from the face veneers. Exposed, finished engineered wood core material such as MDF is acceptable only for the edges of drawer fronts. Drawer sides shall be composite wood material construction such as MDF.
- Grade (5) Tops shall be high pressure laminate. Most or all exposed surfaces shall be wood veneer, high or low pressure plastic laminate or melamine overlay panel. Edges on tops, drawer fronts etc. shall be exposed, finished engineered wood core material such as MDF, self edge or decorative overlay material/process such as post formed plastic laminate or foil. Drawer sides shall be solid wood, plywood or composite wood material such as MDF with decorative overlay material.
- Grade (6) Tops shall be low pressure plastic laminate or melamine overlay panel. Most or all other exposed surfaces shall be wood veneer, low pressure plastic laminate or melamine overlay panel. Edges on tops, drawer fronts etc. shall be exposed, finished engineered wood core material such as MDF, self edge or decorative overlay material/process such as post formed plastic laminate or foil. Drawer sides shall be solid wood, plywood or composite wood material such as MDF with decorative overlay material.

**AWARDED - SPECIAL ITEM NUMBERS:**

SIN 711-2 Worksurfaces, Workstations, Computer Furniture and Accessories  
SIN 711-8 Executive Wood Office Furniture  
SIN 711-9 Executive Conference Room  
SIN 711-11 Tables and Accessories  
SIN 711-18 Multipurpose Seating  
SIN 711-19 Stacking Chairs

1b. **LOWEST PRICE MODEL NUMBERS:**

SIN 711-2 Model No. 56-1622CD \$96.44  
SIN 711-8 Model No. 38-1622CD \$47.80  
SIN 711-9 Model No. 92-0004LG \$79.52  
SIN 711-11 Model No. 38-2424XB \$197.12  
SIN 711-18 Model No. 752 \$188.24  
SIN 711-19 Model No. 781 \$198.39

2. **MAXIMUM ORDER LIMITATIONS:**

SIN 711-2, 711-8, 711-9 and 711-11 \$500,000  
SIN 711-18 and 711-19 \$200,000

3. **MINIMUM ORDER:** \$100.

4. **GEOGRAPHIC COVERAGE (delivery area):** CONUS.

5. **POINT OF PRODUCTION:** Jasper, Dubois County, Indiana. Dubois, Dubois County, Indiana.

## INFORMATION FOR ORDERING ACTIVITIES, cont.

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6. **DISCOUNTS: Prices shown herein are net government costs (discounts deducted).**
- SIN's 711-2, 711-8, 711-9 and 711-11:**
- |                           |       |
|---------------------------|-------|
| \$100 - \$300,000 net     | 57.7% |
| \$300,001 - \$500,000 net | 61.1% |
- SIN's 711-18 and 711-19:**
- |                           |       |
|---------------------------|-------|
| \$100 - \$100,000 net     | 57.7% |
| \$100,001 - \$200,000 net | 61.1% |
7. **QUANTITY DISCOUNTS:** See number 6 above.
8. **PROMPT PAYMENT TERMS:** 5% 20 days, Net 30 days from date of invoice. There is no discount on freight or installation.
- 9a. **NOTIFICATION that GOVERNMENT PURCHASE CARDS are accepted below the micropurchase threshold:** Accepted.
- 9b. **NOTIFICATION that GOVERNMENT PURCHASE CARDS are accepted or not accepted above the micropurchase threshold:** Accepted.
10. **FOREIGN ITEMS:** None.
- 11a. **TIME OF DELIVERY:** Items will ship within 70 days of a properly defined, clean, and approved purchase order.
- 11b. **EXPEDITED DELIVERY:** Contact Factory for Availability.
- 11c. **OVERNIGHT and TWO DAY DELIVERY:** Not Available.
- 11d. **URGENT REQUIREMENTS:** Contact Factory.
12. **F.O.B. POINT:** F.O.B. Point of Origin, Jasper, IN, freight prepaid and allowed to one Continental U.S. destination. Ownership and responsibility of the merchandise becomes that of the buyer upon delivery to the freight company. Orders of less than 750 lbs. will be assessed a handling charge of \$75.00 net per order. Indiana Furniture delivers in over-the-road trailers (48 or 53 ft. trailers). Any special delivery constraints, such as height limitations, will be the responsibility of the purchaser.
- 13a. **ORDERING ADDRESS:** Indiana Furniture Industries, P. O. Box 270, Jasper, IN 47547-0270.
- 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](http://fss.gsa.gov/schedules)).
14. **PAYMENT ADDRESS:** (Same as Ordering Address).
15. **WARRANTY PROVISION:** Indiana Furniture Industries' commercial warranty. Please see page 2.
16. **EXPORT PACKING CHARGES:** Contact factory for Quotation.
17. **GOVERNMENT CREDIT CARDS:** Accepted for Payment. Credit card is charged at time of shipment. There is no prompt payment discount on credit card orders.
18. **TERMS and CONDITIONS of RENTAL, MAINTENANCE and REPAIR:** Not Applicable.
19. **TERMS and CONDITIONS of INSTALLATION:** Installation projects up to \$500 will be 12% of the net price of the purchase order. Installation projects in excess of \$500 will be negotiated on a case-by-case basis.
20. **TERMS and CONDITIONS of REPAIR PARTS INDICATING DATE OF PARTS AND ANY DISCOUNT FROM LIST PRICE:** Not Applicable.
- 20a. **TERMS and CONDITIONS for any OTHER SERVICES:** Not applicable.
21. **LIST OF SERVICE and DISTRIBUTION POINTS:** Contact Factory.
22. **LIST OF PARTICIPATING DEALERS:** Contact Factory.
23. **PREVENTIVE MAINTENANCE:** Contact Factory.
24. **ENVIRONMENTAL ATTRIBUTES:** Recycle 100% of wood waste.
25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 00-636-6108
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACT REGISTRATION (CCR) DATA BASE:** Registered.

### ORDERING INFORMATION

All orders should be mailed or faxed to:

Indiana Furniture  
A Division of Indiana Furniture Industries  
P.O. Box 270  
1224 Mill Street  
Jasper, IN 47547-0270

800-422-5727 (USA)  
812-482-5727  
812-482-9035 Facsimile

### ORDERING INSTRUCTIONS

Please include the following to ensure that your purchase order is complete and contains all information required to process your order. All orders with missing or incomplete information will be held for clarification. Scheduled lead time begins on the date of receipt of a complete and accurate purchase order.

1. **Contract Number:** GS-29-F0012J
2. **Contractor:** Indiana Furniture, A Division of Indiana Furniture Industries, must be named as the contractor. Purchase orders may be submitted to Indiana Furniture c/o Authorized GSA Dealer if desired.
3. **F.O.B. Terms:** Point of Origin, freight prepaid and allowed to one Continental U.S destination.
4. **Model Number:** See individual Series for specific ordering procedure.
5. **Pricing:** Please provide the correct unit price and extended amount.
6. **Shipping Address:** To a dock location within Continental U.S.

### AVAILABILITY

All orders are produced on a build-to-order basis. Please allow 70 days for shipment upon receipt of a properly defined, clear, and approved order.

### ACKNOWLEDGEMENT

All orders will be acknowledged promptly, showing how the order was entered, its approximate shipping date and other pertinent information. This acknowledgement is the final agreement between the customer and Indiana Furniture and is the exclusive statement of the terms thereof. Please examine this acknowledgement carefully and advise Indiana Furniture immediately of any discrepancies.

### PRODUCT DESIGN AND SPECIFICATION CHANGES

Indiana Furniture reserves the right to make changes in design and construction or discontinue products without prior notice.

### DAMAGED MERCHANDISE

The consignee is responsible for filing claims with the carrier for damage and shortages. Claims for both obvious and concealed damage must be filed within 15 calendar days, and the damaged merchandise must not have been moved from the original receiving location. All damaged merchandise, including the cartons and packing materials, must be retained for inspection by either the carrier or by an Indiana Furniture Sales Representative. Indiana Furniture reserves the right to select the most cost effective way to repair or replace the damaged item. Once you have notified the carrier, please contact Customer Service for further assistance.

**Obvious Damage/Missing Cartons** - Do not refuse merchandise damaged in transit. Indiana Furniture recommends the consignee inspect all merchandise upon arrival. If a shipment is received damaged or short, note all information on carrier's copy and your copy of freight bill and delivery receipt. Notify the delivering carrier and file a claim immediately. Pending the results of your claim, either Indiana Furniture or the carrier will cover 100% of the cost to repair or replace the damaged or missing item.

**Concealed Damage** - If concealed damage is discovered, notify the delivering carrier at once and request an inspection. This must be done within **15 calendar days of delivery**. If the carrier will not perform the inspection, you should prepare an affidavit that you contacted them, noting the time and date, and that they failed to comply with your request. This, along with the other papers in your possession, will support the claim. Pending the results of your claim, the cost to repair or replace the item will be covered 1/3 by the carrier and 2/3 by Indiana Furniture for shipments less than a full truckload and 100% by Indiana Furniture for shipments of full truckloads.

### REPAIR CHARGES

Indiana Furniture will only pay repair charges if Customer Service gives prior written authorization. No repair charge will be paid without advance approval at which time you will be issued a repair authorization number that will allow you to invoice Indiana Furniture for the completed work.

### RETURN MERCHANDISE

Merchandise will not be accepted for return without an RGA (Return Goods Authorization) issued by Indiana Furniture. We will consider issuing RGA's for the following reasons:

1. Manufacturing defect (inspected by Indiana Furniture representative)
2. Indiana Furniture order processing error
3. Shipping error
4. Mis-marked cartons
5. Duplicated shipments

If you have any questions as to whether your reason for return qualifies for consideration, please contact your Customer Service Representative. Merchandise must be returned within 60 days of the RGA issued date, or within 60 days upon receipt of replacement product to receive credit. Returns due to mis-marked cartons must also be returned in the original cartoning, with shipping labels intact, to receive credit.

**All merchandise being returned must be properly packed and protected to ensure no further damage is incurred during transportation back to an Indiana Furniture facility. Upon receipt, all returned merchandise will be thoroughly inspected and the results compared to the reason for return stated on the RGA. Any discrepancies, such as additional damage, signs of usage, missing parts, etc., will result in an adjustment to the amount of credit issued. All returned merchandise must be returned by the delivering carrier unless other authorization is given.**