

**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**  
**Authorized Federal Supply Schedule Price List**

**FURNITURE**  
**Schedule 71 1 – Packaged Offices**  
**Contract Number: GS-29F-001AA**

**Contract Period: October 22, 2012 – October 22, 2017**

**Contractor:**

**Main Office:**

Carithers-Wallace-Courtenay, LLC  
4343 Northeast Expressway  
Atlanta, Georgia 30340  
770.493.8200 phone  
770.491.6374 fax

**Satellite Offices:**

Carithers-Wallace-Courtenay, LLC  
105a Gateway Drive  
Macon, Georgia  
478.405.5543 phone  
478.405.8678 fax

Carithers-Wallace-Courtenay, LLC  
631 Broad Street  
Chattanooga, TN 37402  
423.342.4292 phone  
423.342.4428 fax

**[www.c-w-c.com](http://www.c-w-c.com)**

**Contact for Sales & Ordering:**

Paul Conley, President/Principal  
[paul.conley@c-w-c.com](mailto:paul.conley@c-w-c.com)

**Contact for Contract Administration:**

Jeffrey Jones, Client Services Manager  
[jeffrey.jones@c-w-c.com](mailto:jeffrey.jones@c-w-c.com)

**Business Size: Small**

## GENERAL CONTRACT INFORMATION

### Special Item Numbers (SINs):

#### Schedule 71 Furniture

#### SIN 71-1 Packaged Offices

##### Services:

- Installation Services
- Staging Services
- Warehousing Services
- Site Preparation Services
- Ancillary Services

#### Manufacturer Partner 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, Mobile Carts, Dollies, Racks & Accessories
- SIN 711-8 Executive Office Furniture
- SIN 711-9 Executive Conference Room Furniture, Coordinated Tables, Case Pieces and Accessories
- SIN 711-11 Tables and Accessories
- SIN 711-16 Upholstered Seating
- SIN 711-17 Multiple Seating
- SIN 711-18 Multipurpose Seating
- SIN 711-19 Stacking Chairs and Dollies or Trucks Designed to Support Stacking Chairs
- SIN 711-93 Reconfiguration and Relocation Services
- SIN 711-94 Office Design / Layout Services
- SIN 711-95 Technical Installation Services

## Pricing for Services:

**Installation Services:** Installation Services will be charged at a rate of 7% for projects up to \$500.00 and within a 50 mile radius of a CWC facility (Atlanta, Chattanooga or Macon). 10% for projects up to \$500.00 and outside of a 50 mile radius of a CWC facility (Atlanta, Chattanooga or Macon). Installation services in excess of \$500.00 will be negotiated on a case-by-case basis.

**Staging Services:** Staging Services will be charged at a rate of 7% for projects up to \$500.00 and within a 50 mile radius of a CWC facility (Atlanta, Chattanooga or Macon). 10% for projects up to \$500.00 and outside of a 50 mile radius of a CWC facility (Atlanta, Chattanooga or Macon). Installation services in excess of \$500.00 will be negotiated on a case-by-case basis.

**Warehousing Services:** Warehousing Services will be charged at a rate of \$1.50 per square foot per month.

**Ancillary Services:** Ancillary Services will be charged at a rate of \$40.00 per hour for ancillary services to the Government up to a service price of \$500.00. Ancillary services requiring a service price in excess of \$500.00 will be negotiated on a case-by-case basis.

## Contract Terms:

1. **Maximum Order Value:** \$5,000,000 Net
2. **Minimum Order Value:** \$200 Net
3. **Geographic Coverage:** 48 Contiguous United States and Washington, DC
4. **Point(s) of Production:** Various
5. **Discount From List Price:** All Prices are Net of Discounts
6. **Quantity discounts:** Varies by Manufacturer
7. **Prompt Payment Terms:** Net 30 Days
8. **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:** None

- 11a. Time of Delivery:** To be Negotiated with Ordering Agency
- 11b. Expedited Delivery:** To be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery:** To be Negotiated with Ordering Agency
- 11d. Urgent Requirements:** To be Negotiated with Ordering Agency
- 12. F.O.B. Point(s):** Varies by Manufacturer
- 13a. Ordering Address:**
  - Carithers-Wallace-Courtenay, LLC
  - Attn: GSA Orders
  - 4343 Northeast Expressway
  - Atlanta, Georgia 30340
  - 770.493.8200 phone
  - 770.491.6374 fax
- 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:**
  - Carithers-Wallace-Courtenay, LLC
  - 4343 Northeast Expressway
  - Atlanta, Georgia 30340
- 15. Warranty provision:** Varies by Manufacturer
- 16. Export packing charges:** Not Applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. List of participating manufacturers:** See List on Page 5
- 19. Preventative maintenance:** Not Applicable
- 20. Data Universal Number System (DUNS) number:** 00-331-6650
- 21. CCR Registration:** Carithers-Wallace-Courtenay, LLC *is* registered in the Central Contractor Registration (CCR) database. 0SA31

**Manufacturer Partners:**

**Manufacturer – On Contract via Letter of Supply**

Herman Miller Inc.	GS-28F-8049H
Kimball International	GS-29F-0177G
National Office Furniture Inc.	GS-27F-0034X
Exemplis Corporation	GS-29F-0295H

<b><u>Manufacturer Partner on Contract</u></b>		<b><u>Contract Number</u></b>
<i>(Letter of Supply)</i>		
Herman Miller Inc		GS-28F-8049H
Kimball International		GS-29F-0177G
Global Distributors, Inc		GS-28F-0025J
Peter Pepper Products, Inc		GS-28F-2062D
OFS Brands		GS-29F-0304H
HumanScale		GS-29F-0001N
Magnuson Group		GS-28F-0005R
Landscape Forms		GS-27F-0016L
Office Specialty, Ltd.		GS-28F-0008J
JSI		GS-28F-0030U
Intellaspaces		GS-28F-0003M