

Shelby Distributions Inc. dba
Express Office Products
Preparing Business for Business



General Company Information:

Shelby Distributions Inc. dba

Express Office Products

29D Butterfield Trail

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admin@expressop.com

www.expressop.com

Contact Information:

Julian Grubbs – President; jgrubbs@expressop.com

Joe Bradford – Vice President; joe.bradford@expressop.com

Contract Information:

Schedule Number: 71 – Furniture

SIN Number: 71 1 – Packaged Office (Care) Rooms

Contract Number: **GS-29F-002AA** Valid Thru: October 25, 2017

Cage Code: **1NYT4**

DUNS Number: **122806412**

FID Number: **73-1634250**

Installation:

Costs for installation will be determined by man hours to complete the installation as specified by the following activities: Receiving of Furniture, Site Preparation, Delivery of Furniture, Installation of furniture, and Punch List.

The Scope of Work will determine the length of time allowed for installation. Thusly, man hours will be calculated using the length of time allotted to complete the installation as its basis.

Calculations will be recorded and presented to the Project Manager for review. Calculation for any Government Contract will be based on fifty-one dollars per hour. If the proposal for furniture contract exceeds \$100,000, a percentage of the contract can be used to calculate installation costs. Percentage to be used will be 12% percent based on the complexity of the installations.

Warehousing:

The basic rate will be ninety cents per square foot per day. However, for an extended period of storage our warehousing rate will be priced as 5-8 percent of net product pricing for a thirty day period. Any period greater than 30 days will be negotiated.

Shelby Distributions is an **8a Certified Service Disabled Veteran Owned Small Business** that offers high quality office furniture products through our strategically coordinated office partners:

The HON Company

Safco Products Company

Terms and Conditions:

As outlined by our Teaming Partner The HON Company, effective through March 26, 2016.

Manufacturer

Contract Number

Schedule

The HON Company
200 Oak Street
Muscatine, IA 52761
800.833.3964
www.hon.com

GS-27F-0015S

71

Qualified SIN Numbers and Descriptions:

SIN 71 302 – Education, Training Room, Auditorium and Theatre Furniture

SIN 711 1 – Furniture Systems and Workstation Clusters

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 for Stacking Chairs

SIN 711 2 – Work Surfaces, Workstations, Computer Furniture and Accessories

SIN 711 3 – Filing and Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks

SIN 711 8 – Executive Office Furniture

SIN 711 9 – Executive Conference Room Furniture, Coordinated Tables and Case Pieces

Discount Matrix:

Tier	Total Order at List	Systems & Peds 711 1	Vertical & Lateral Files/Storage 711 3	Tables, Metal Desking & Computer Support 711 11, 711 2	Veneer & Laminate Casegoods 711 8, 711 9	HON Branded Seating 711 16, 711 17, 711 18, 711 19	Select Basyx Branded Seating & Tables 711 11, 711 18
1	\$0 - \$124,999	72.3%	61.7%	59.7%	59.7%	59.7%	61.7%
2	\$125,000 and Above	74.3%	71.3%	64.7%	64.7%	64.7%	64.7%
Tier	Total Order at List	Education 71 302					
1	\$0 - \$24,999	59.7%					
2	\$25,000 and Above	61.7%					

ARRA:

The HON Company is approved under modification FX75 to participate in the American Recovery and Reinvestment Act (ARRA). HON recognizes the importance of the ARRA to help create accountability and transparency of government spending. HON understands the terms and conditions and complies with reporting requirements specified within the ARRA.

Payment Terms:

Net 30 days.

Shipping and Delivery Terms:

FOB Destination – 60 Days ARO

Shelby Distributions Inc.

www.expressop.com

GS-29F-002AA

Expedited Delivery:

All items may be considered for expedited delivery. Shipments of less than 30 days may be subject to additional negotiated consideration between the ordering activity and The HON Company. HON Daily 2 and 5, quick-ship programs, are available on selected products. Eligible products will be subject to a non-discountable upcharge of 2.5% list. Please contact HON Government Customer Service for ordering instructions.

Overnight and 2-Day Delivery:

Certain models and/or parts may be available for overnight or 2-day shipment. Normal orders, which have not yet been loaded, may be modified for air shipment. This practice is not encouraged but is available subject to all transportation charges being borne and paid by the ordering agency.

Urgent Requirements:

Available as I-FSS-140-B, contact HON Government Customer Service.

Order Details:

Maximum Order: \$500,000 Net

Minimum Order: \$100 Net

Warranty: The HON Company's Standard Commercial Warranty

Cancellation:

Cancellation of orders prior to production shall be at no charge. After production, cost incurred may be applicable, up to 25% net product dollars.

Restocking Policy:

Returns will not be accepted without written authorization or issuance of a valid return authorization by The HON Company. Agencies shall pay and bear responsibility for returns. Returned product must be returned in original cartons, with proper inner packing and is subject to inspection before acceptance. Returns are subject to restocking fee of up to 25% of the invoiced amount.

Terms and Conditions:

As outlined by our Teaming Partner Safco Products Company, effective through March 8, 2014.

Manufacturer

Safco Products Company
9300 West Research Center Road
Minneapolis, MN 55428
888.971.1525
www.safcoproducts.com

Contract Number

GS-29F-0010P

Schedule

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Qualified SIN Numbers and Descriptions:

SIN 711 18 – Multipurpose Seating

SIN 711 3 – Filing Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks & Accessories

SIN 711 11 – Tables & Accessories

SIN 711 19 – Stack Seating

SIN 711 301 – Special Use Furniture/Classroom Solutions

Discount Matrix:

SIN Number	Product Code	Discount
711-3	B	50/10% Off List
711-11	D	50/20% Off List
711-18	B	50/10% off List
711-19	D	50/20% Off List
71-301	AB	50% Off List

Order Details:

Maximum Order:

SIN 711-18: \$200,000.00

SIN 711-3: \$500,000.00

SIN 711-11: \$200,000.00

SIN 711-19: \$200,000.00

SIN 711-301: \$200,000.00

Minimum Order:

\$10.00

Warranty Provisions: Safco Commercial Warranty Terms apply.

Quantity Discounts

5% at \$25,000(net) per Order

8% at \$50,000(net) per Order

10% at \$100,000(net) per Order

Payment Terms:

Net 30 Days.

Shipping and Delivery Terms:

30 Days ARO – Most items shipped by Safco in 48 hours.

FOB Destination.

Expedited Delivery:

Most items shipped by Safco in 48 hours at no additional cost.

Overnight and 2-Day Delivery:

The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

Urgent Requirements:

The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery.

- To be negotiated with the ordering agency on each task order.

****Safco Products Company is registered with CCR.***