

# GSA Multiple Award Schedule

## Terms & Conditions

### 1a Special Item Numbers (SIN)

**NAICS 337211 Wood Office Furniture Manufacturing**— This U.S. industry comprises establishments primarily engaged in manufacturing wood office-type furniture. The furniture may be made on a stock or custom basis and may be assembled or unassembled (i.e., knockdown).

### NAICS 337214 Office Furniture (except Wood) Manufacturing

— This U.S. industry comprises establishments primarily engaged in manufacturing non-wood office-type furniture. The furniture may be made on a stock or custom basis and may be assembled or unassembled (i.e., knockdown).

#### SIN

71-1	Packaged Office
711-1	Furniture Systems and Workstation Clusters
711-2	Worksurfaces, Workstations, Computer Furniture and Accessories
711-3	Filing & Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks and Accessories
711-8	Executive Wood Office Furniture
711-9	Executive Conference Room Furniture, Coordinated Tables, Case Pieces and Accessories
711-11	Table & Accessories
711-16	Upholstered Seating
711-17	Multiple Seating
711-18	Multi-Purpose Seating
711-19	Stacking Chairs, Folding Chairs and Dollies or Trucks designed to support Stacking Chairs
711-91	Project Management (Furniture Related)
711-93	Reconfiguration Services and Relocation Services for Systems Furniture
711-94	Design/Layout Services
711-95	Installation Services
711-96	Leased Furniture
711-99	Introduction of New Product and Services

►See pricing pages in the price list for applicable SIN for individual products.

### 1b Lowest Price Model (Net)

SIN	Model	(NET) Unit Price
711-1	KSCD1CK	\$2.14
711-2	ACAWBP1	\$4.00
711-3	LFFLABELHOLDER	\$2.92
711-8	KCCB1CK	\$2.80
711-9	DF548CPTW	\$184.80
711-11	77KELRD1	\$10.80
711-16	K35GB	\$12.40
711-17	K58TGI2025W	\$313.20
711-18	K60GB	\$13.60
711-19	K50GB	\$18.00

### 1c Hourly Rates

►See #19 and #20A on page B3.

### 2 Maximum Order (at Net)

SIN 711-1	\$500,000
SIN 711-2	\$500,000
SIN 711-3	\$500,000
SIN 711-8	\$500,000
SIN 711-9	\$500,000
SIN 711-11	\$500,000
SIN 711-16	\$300,000
SIN 711-17	\$200,000
SIN 711-18	\$200,000
SIN 711-19	\$200,000
SIN 711-91	\$150,000
SIN 711-93	\$150,000
SIN 711-94	\$150,000
SIN 711-95	\$150,000
SIN 711-96	\$500,000
SIN 711-99	\$200,000

### 3 Minimum Order

\$100 Net.

### 4 Geographic Coverage

48 Contiguous States, District of Columbia or Port of Exit.

### 5 Production Point(s)

Multiple locations; contact Kimball Office.

### Prices:

All prices shown in the price lists effective September 2, 2015, are delivered list prices and supersede all other previously published prices. Prices shown apply to standard product only. Additional charges will be applied for changes to standard product and must be noted as “open market” on the purchase order. Price changes will be made to contract via modification.

►For inquiries, contact Kimball Office Government Customer Service at 800.647.2010  
►For current price lists, visit [www.kimballoffice.com/industry/govtFederal.aspx](http://www.kimballoffice.com/industry/govtFederal.aspx)

# GSA Multiple Award Schedule

Terms & Conditions, continued

## 6-7 Discounts & Quantity Discounts

Discounts are from list prices. Order volume for products on a single purchase order and within the same product group will be aggregated to determine the proper volume pricing tier. Aggregating of products in separate product groups and/or separate purchase orders is not allowed. Discounts are negotiable above the last tier in each product group.

List Price by Tiers	Net Sell Price by Tiers	GSA % Off Standard List
<b>Kimball Office Systems &amp; HUM. Minds at Work.</b> (SINs 711-1)		
\$328-\$409,836	\$100-\$125,000	69.5%
\$409,837-\$1,052,631	\$125,001-\$300,000	71.5%
\$1,052,632-\$1,851,852	\$300,001-\$500,000	73%
<b>Kimball Office Metal Filing</b> (SINs 711-3)		
\$274-\$273,973	\$100-\$100,000	63.5%
\$273,974-\$898,204	\$100,001-\$300,000	66.6%
<b>Kimball Office Casegoods &amp; Perks</b> (SINs 711-2, 711-8, 711-9, 711-11)		
\$250-\$1,250,000	\$100-\$500,000	60%
<b>Kimball Office &amp; Interstuhl Seating</b> (SINs 711-16, 711-17, 711-18, 711-19)		
\$250-\$125,000	\$100-\$50,000	60%
\$125,001-\$508,905	\$50,001-\$200,000	60.7%

Products listed as non-contract are considered "open market" and should be clearly labeled on your purchase order. Kimball Office has the right to refuse open market items that are not produced by Kimball Office.

## 8 Prompt Payment Terms

Not applicable to Credit Card purchases.  
Product—1.5%/15, N/30  
Services—N/30 Services

## 9a-b Government Purchase Cards

- Accepted above or below the micro-purchase threshold.
- Prompt Payment Terms not applicable.
- Credit Cards will be processed for payment at time of shipment.
- Credit Card orders are subject to standard return merchandise policies.

## 10 Foreign Items

Poland—Bingo and Adagiato seating  
Germany—Interstuhl seating, Aspire tables, LED task lights  
Spain, Canada, Hong Kong, Taiwan—Misc. Perks accessories

## 11 Delivery

- a **Time of delivery:**
- 90 days or less after receipt of complete and accurate purchase order.
  - If shipping date requested is more than 90 days from date of order, Kimball Office shall have the right to use published price lists effective at the time of shipment.
- b **Expedited delivery:**  
Special delivery service will incur additional charges. Contact a Customer Service Representative for availability
- c **Overnight and 2-day delivery:**  
Not available.
- d **Urgent Requirements:**  
Must be submitted to contractor in writing.

## 12 F.O.B. Point

- F.O.B destination to the original "ship to" location on the purchase order.
- Multiple Invoices may be sent based on Kimball Office's production and distribution locations.
- If changes made to ship to location, or special delivery services requested, a modification must be issued and accepted by Kimball Office or work will not be performed.
- Requests for multiple deliveries (unknown during order placement) or storage will incur additional costs.
- Any order requiring special delivery services will incur additional charges.

## Special Item Numbers (SINs):

SINs are provided on the pricing pages within each price list. Please note the appropriate SIN on your purchase order.

Products listed as non-contract are considered "open market" as of the price list effective date and should be clearly labeled as such on the purchase order. Kimball Office has the right to refuse open market items that are not produced by Kimball Office.

New products and fabric introductions are considered non-contract "open market" until accepted via contract modification.  
➤Contact your Government Customer Service Representative at 800.647.2010 for current updates.

## GSA Multiple Award Schedule

Terms & Conditions, continued

### 13a Ordering Address

Kimball International Inc.  
dba Kimball Office Inc.  
c/o "Add Servicing Dealer Name"  
1600 Royal Street, Mail Code KO-222  
Jasper, IN 47549  
Phone: 800.647.2010  
Fax: 812.481.6174

### 13b Ordering Procedures

For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

### 14 Payment Address

Kimball International, Inc.  
P.O. Box 93096  
Chicago, IL 60673-3096

### 15 Warranty

Manufacturer's Commercial Warranty applies.  
*Note: This warranty is only valid if the products are given normal and proper use, and installed or used in accordance with Kimball Office installation and/or application guidelines, and installed by an authorized Kimball Office servicing dealer or agent. Kimball Office assumes no responsibility for repairs to products sustaining damages resulting from user modification, attachments to a product, misuse, abuse, alternation, or negligent use of our products.*

### 16 Export Packaging

Contact Government Customer Service Representative for quotation.

### 17 Government Purchase Card

- Accepted above or below the micro-purchase threshold.
- Prompt Payment Terms not applicable.
- Credit Cards will be processed for payment at time of shipment.
- Credit Cards are subject to standard return merchandise policies.

### 18 Rental, Maintenance, & Repair

**Lease Terms:** For information regarding our leasing programs, contact Government Customer Service.

**Maintenance:** Not applicable.

**Repair:** Authorization must be secured from Kimball Office Customer Service Representative prior to incurring repair charges if Kimball Office is expected to pay these charges.

### 19 Installation (Net)

**Installation (SIN 711-95):**  
\$51.50 to \$95.00 per hour +IFF

Conditions that may affect the overall installation costs:

- Union, overtime, holiday hours
- Special site conditions (including, but not limited to, elevator access, dock restrictions, street loading, stair carry)

- Facility security restrictions (including, but not limited to, personnel clearance, x-rays, escorts)
- Delays or restrictions due to work of other contractors (including, but not limited to, cabling, carpentry, electrical etc.
- Schedule and customer-driven delivery changes (including, but not limited to, rush install, site/building delays, permit delays
- Other job-site related functions (including, but not limited to, product storage, site prep & clean-up, removal or disposal of existing products
- Installation personnel costs (including, but not limited to, permits) not included

- The Industrial Funding Fee (IFF) must be included in total cost (IFF is not a separate line item).
- Services may only be used in conjunction with the acquisition of office furniture. Purchase orders for services only will not be accepted.
- Installation services are the responsibility of Kimball Office, but are quoted on an order-by-order basis by authorized Kimball Office servicing dealers.
- Installation services must be performed by an authorized Kimball Office servicing dealer or warranty is null and void.
- Upon delivery of product to the ship-to location and receipt of a proper invoice at designated office, product acceptance is deemed to occur on the 7th calendar day after delivery of merchandise.
- Prompt payment discount not applicable to installation services.

### 20 Repair Parts & Any Other Services

**Repair parts:** Not applicable.

#### 20a Terms and conditions for any other services:

- Services may only be used in conjunction with the acquisition of office furniture.
- Purchase orders for services only will not be accepted.
- Design, installation, reconfiguration/relocation and project management services are the responsibility of Kimball Office, but are quoted on an order-by-order basis by authorized Kimball Office servicing dealers.

**Design and Layout (SIN 711-94):**  
\$65 per hour + IFF (IFF should not be a separate line item).

Interior Designer \$64 per hour + IFF  
MOT \$150,000

**Reconfiguration (SIN 711-93):**  
\$51.50 per hour + IFF.  
MOT \$150,000.

**Project Management (SIN 711-91):**  
Add IFF to the total cost (IFF should not be a separate line item).

Senior Project Manager \$72 per hour + IFF  
Project Manager \$65 per hour + IFF  
Principal/Senior Manager \$125 per hour + IFF  
MOT \$150,000.

### Contractor Team Arrangements:

Contractor Team Arrangements (CTA) must be approved by your Government Sales Manager and signed by authorized company representatives prior to order entry. For the name of the Government Sales Manager for your area, contact Government Customer Service at 800.647.2010.

## GSA Multiple Award Schedule

### Terms & Conditions, continued

**Product Delivery:** Upon delivery of product to the ship-to-location noted on the purchase order, and receipt of a proper invoice at designated office, product acceptance is deemed to occur on the 7th calendar day after delivery of merchandise.

**Restocking:** Merchandise will only be accepted for return under the following conditions:

- The product is a “made to stock” item; and,
- Return Good Authorization (RGA) is given to you by your Customer Service Representative
- All returns are subject to a 50% restocking fee. Any freight charges for returned product are the responsibility of the customer.
- Unauthorized returns will not be accepted and will be returned freight collect.
- All merchandise being returned must be properly packed and protected in the original cartons.
- Upon receipt, all returned merchandise will be thoroughly inspected. Any discrepancies, such as additional damage, signs of usage, missing parts, etc. will result in an adjustment to the amount of credit issued.

**Changes and Cancellation:** A confirmed order may not be changed or cancelled, in whole or in part, without prior written consent of Kimball Office. Expenses incurred because of the changes shall be charged to the Purchaser. In the event of cancellations, Purchaser will be liable for reasonable cancellation charges

established by Kimball Office. Changes may affect delivery dates.

No change or cancellations will be accepted after order entry for non-standard lead time products including:

- Kwik Office offerings
- Engineer-to-order (modified or non-standard products)
- Alliance program upholstery (Carnegie, KnollTextiles, Maharam and Mayer Fabrics)
- Customer’s Own Material (COM)
- Customer’s Own Leather (COL)
- Customer Specified Laminate (CSL)
- Customer Specified Paint (CSP)
- Mock Ups
- Service Parts/Replacements

#### Delivery Refusal or Storage Request:

If product delivery is refused or redirected to a storage facility, the customer is to issue a modification to original purchase order and pay all associated charges. A modification must be issued and accepted by Kimball Office or work will not be performed.

Below is a list of some potential charges that could incur. These items must be listed as separate line items on the purchase order (open-market) and will be invoiced separately.

- Air Freight or priority shipments
- Inside delivery or drop-ship delivery
- Sales and other taxes
- Shipping changes
- Specific (date/time) delivery
- Storage and insurance charges

If product is redirected to a storage facility, or if installation is delayed by the customer, Kimball Office considers the product accepted and payment due the 30th day after the product is delivered to the new requested by the customer and the customer’s receipt of a proper invoice.

#### 21 Service and Distribution Points

Multiple locations; contact Kimball Office Customer Service Representative at 800.647.2010.

#### 22 Participating Dealers

Not applicable. Design, installation, reconfiguration/relocation and project management services are provided by Kimball Office Authorizing Servicing Dealers; orders above the Maximum Order Threshold are quoted on an order-by-order basis.

For a list of authorized Kimball Office servicing dealers contact Government Customer Service at 800.647.2010 or visit our website at [www.kimballoffice.com](http://www.kimballoffice.com)

#### 23 Preventive Maintenance

Not applicable.

#### 24a Environmental Attributes

Visit our website at [www.kimballoffice.com](http://www.kimballoffice.com)

Kimball Office is committed to providing quality products that will improve indoor air quality and increase the use of sustainable materials. Many of our products adhere to BIFMA’s Furniture Emissions Standards (FES) for office furniture products and can contribute to the U.S. Green Building Council’s LEED rating system for low-emitting furniture credit. Kimball Office offers the option of Forest Stewardship Council (FSC) certified wood on select product series in our offering.

- FSC is an independent, not for profit, nongovernment organization based in Bonn, Germany.
- Their mission is to support environmentally appropriate, socially beneficial and economically viable management of the world’s forests.
- Kimball Office maintains Chain of Custody certification from the FSC.
- Chain of Custody certification provides a guarantee about the production of FSC certified products.
- This certification tracks the path taken by raw materials from the forest to the consumer.
- The FSC label represents a promise about the sourcing of their wood.
- FSC product is available at an upcharge.

Contact Government Customer Service at 800.647.2010.

#### I-FSS-140-B Urgent Requirements (Jan 1994):

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 work-days after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

## GSA Multiple Award Schedule

### Terms & Conditions, continued

#### 24b EIT Standards

Not applicable.

#### 25 DUNS Number

006365803

#### 26 CCR Cage Code

4V077

#### Additional Terms

**Kimball Office's standard Cancellation Policy and Warranty** apply to this contract.

▶ See the General Information section in the price list.

#### Order Acceptance and Acknowledgement:

Orders are accepted only by issuance of Kimball Office formal acknowledgement and are subject to the terms and conditions set forth herein, notwithstanding any variance in terms and conditions set forth on buyer's order forms. The order acknowledgement is the final confirmation of the agreement between the customer and Kimball Office and supersedes all prior oral and written statements regarding the order. The acknowledged order confirmation can be modified only in writing from Kimball Office or by a reconfirmation signed by Kimball Office. Kimball Office will attempt to meet all requested ship date requests. If no specific date is requested, we will assign the best possible ship date available.

#### Multiple Payment Arrangements

(FAR Clause 52.232-37 May 1999)

The contract or agreement provides for payments to the Contractor through several alternative methods.

The applicability of specific methods of payment and the designation of the payment office(s) are either stated—

- Elsewhere in the contract or agreement; or
- In individual orders placed under the contract or agreement.

## GSA Multiple Award Schedule

### Clean Order Checklist

- Contract number:**  
GS-29F-0177G
- P.O. number:**  
Customer's purchase order number must be shown and easily identified.
- Contractor Name:**  
Kimball International Inc.  
dba Kimball Office Inc.  
c/o "Add Servicing Dealer Name"  
1600 Royal Street,  
Mail Code KO-222  
Jasper, IN 47549-1022
- Contractor Cage Code:**  
4V077
- Business Size:**  
Kimball Office is a large business and as such cannot accept purchase orders that are 100% set aside for small business.
- Date:**  
Must be on or before the expiration date of this schedule.
- Product specification:**  
Provide the complete model number, options, finish, caster(s), and/or fabric for each line item.
- F.O.B. terms:**
  - F.O.B. Destination to 48 contiguous states, District of Columbia, or port of exit.
  - Inside delivery is available at additional charge as per carrier's standard rates and MUST BE NOTED on the purchase order (\$50 minimum).
  - If product delivery is refused or redirected to a storage facility, the customer is to pay all associated charges and issue a modification to the original purchase order or work will not be performed.
  - If product is redirected to a storage facility, or if installation is delayed by customer, product payment is due the 30th day after product is delivered to location requested by customer and customer's receipt of proper invoice.
- Design, installation, and project management:**
  - Show all service charges (inclusive of the IFF) separately on your purchase order.
  - Do NOT show the Industrial Funding Fee (IFF) as a separate line item.)
- Pricing:**
  - Show the correct unit net price and extended net amount.
  - Pricing is subject to change via contract modification.
- Payment Terms:**
  - Services N/30; product 1.5%/15, N/30.
  - Credit card purchases will be processed for payment at the time of product shipment.
  - Credit card purchases are not eligible for prompt payment discounts.
- Shipping address:**
  - A complete shipping address and special delivery instruction are required, (i.e. special ship dates, ship complete or split shipments, tags, etc.)
  - Changes in shipping address require a modification to the purchase order or work will not be performed. If the order is split shipped, Kimball Office requests multiple payments (FAR Clause 52.232-37) due upon receipt of each shipment.
- Billing address:**
  - Complete billing address, codes and/or WAWF instructions must be included.
  - If payment is by Government Credit Card, a Kimball Office Credit Card Form must be completed.
- Payment address:**  
Kimball International, Inc.  
P.O. Box 93096  
Chicago, IL 60673-3096.
- Changes to purchase order:**  
Any change to an original purchase order must be made via a contract modification or work will not be performed.
- Signatures:**
  - Authorized agency signature is required on all purchase orders.
  - Contractor teaming arrangements must be approved by Government Sales Manager and signed by both a Kimball Office and teaming partner authorized representative, and must be included with the order or work will not be performed.

Contract GS-29F-1077G  
Supplement Modification PS-0304

**FSC Group:**  
71

**FSC Class/Product Code:**  
71

**Service Code:**  
7110

**Contract Number:**  
GS-29F-0177G

**CCR Cage Code:**  
4V077

**Contractor:**  
Kimball International Inc.  
dba Kimball Office Inc.

**Expiration:**  
January 27, 2017