



GS-27F-0020X

71 Furniture  
Office, Conference, Classroom  
FSC 7110; NAICS 337214  
GS-27F-0020X

December 17, 2010 – December 16, 2015

Forms & Supply, Inc.  
d/b/a FSI Office  
6410 Orr Rd.  
Charlotte, NC 28213-6332  
Ph: (704) 598-8971 Fx: (704) 596-6098

<http://www.fsioffice.com>  
Small business  
Woman Owned Small Business

CUSTOMER INFORMATION:

1a. **SIN 71-1 Packaged Office, Conference, & Classroom**

**Schedules**

**SIN 71-1**

**71 Furniture**

**72 Furnishings**

Packaged Furniture (*Products/Services predicated upon GSA accepted contract suppliers*)

**Services**

Ancillary Services  
Site Preparation Services  
Warehouse Services

**Supplier SINS**

- SIN 219-3** Televisions
- SIN 219-4** Television for Hospital, Hotels and Motel
- SIN 219-9** VCRs, VCP, DVD
- SIN 219-10** Television/VCR/DVD Combinations
- SIN 219-11** Audio Components
- SIN 219-12** Television and Audio Accessories
- SIN 219-13** Hand Held Camcorders
- SIN 58-1** Recording and Reproducing Video and Audio Equipment, Including Spare & Repair Parts, and Accessories
- SIN 71-1** Packaged Offices
- SIN 71-204** Dormitory, Quarters, Residential Caseloads and Beds
- SIN 71-207** Casual and Outdoor Furniture and Accessories
- SIN 71-302** Classroom Furniture
- SIN 71-308** Cafeteria and Food Service Furniture (\*Small Business Set-Aside)



<b>SIN 71 -316</b>	Hospital and Geriatric Chairs
<b>SIN 71 -317</b>	Chair, Convalescent. (*Small Business Set-Aside.)
<b>SIN 71-395</b>	Installation Service
<b>SIN 711-1</b>	Furniture Systems and workstation clusters.
<b>SIN 711-2</b>	Worksurfaces, workstations, computer furniture and accessories.
<b>SIN 711-3</b>	Filing and Storage cabinets, shelves and accessories
<b>SIN 711-7</b>	High density movable filing systems and accessories
<b>SIN 711-8</b>	Executive Office Furniture.
<b>SIN 711-9</b>	Executive Conference Room Furniture
<b>SIN 711-11</b>	Tables and Accessories (for Executive)
<b>SIN 711-16</b>	Upholstered Seating
<b>SIN 711-17</b>	Multiple Seating
<b>SIN 711-18</b>	Multi-Purpose Seating
<b>SIN 711-19</b>	Stacking Chairs and Dollies or trucks designed to support stacking chairs.
<b>SIN 711-20</b>	Display and Communication Boards, Wall Stations, and Accessories
<b>SIN 711-93</b>	Reconfiguration and relocation services (Furniture).
<b>SIN 711-94</b>	Design/Layout Service(s)for Systems and ADP Furniture
<b>SIN 711-95</b>	Installation Service(s).
<b>SIN 711-99</b>	Introduction to New Products
<b>SIN 722-05</b>	Wall Art including Paintings, Photographs, and Posters (*Small Business Set-Aside)

**1b.**

**Product Low item prices predicated on Supplier contracts**

- **Installation Services:** Installation services will be charged a rate of 14% of the net price of the purchase order for installation projects up to \$500. Installation may be subject to a minimum charge, up to \$250.00. Installation projects in excess of \$500 will be negotiated on a case-by-case basis.
- **Staging:** Staging services will be charged as 7% of the net price of the purchase order.
- **Warehousing:** Available (Not On Contract)
- **Site Preparation:** The maximum that will be charged for site preparation, regardless of the number of hours worked, is 15% of the net price of the purchase order. Services may be subject to a minimum charge, up to \$250.00.
- **Ancillary Services:** The maximum that will be charged for ancillary services, regardless of the number of hours worked, is 15% of the net price of the purchase order. Services may be subject to a minimum charge, up to \$250.00.

**1c.**

**SIN 711-94 Design/Layout Services**

Services are provided by Commercial Interior Designers and/or Commercial Space Planners who hold an Interior Design degree, and/or hold an NCIDQ certification, or who have a minimum of 2 years of Industry experience as a CAD operator, and are under the direction of a trained Design professional.

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|-----------|-----------------------|----------------------------|
| <b>2.</b> | <b>Maximum order.</b> | \$1,000,000.00 Net product |
| <b>3.</b> | <b>Minimum order.</b> | \$ 100.00 Net              |



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| 4.   | <b>Geographic coverage</b>  | CONUS/POE  |
| 5.   | <b>Point(s) of production</b>   | Predicated on Suppliers contract   |
| 6.   | <b>Discount from list prices</b>  | Predicated on Suppliers contract   |
| 7.   | <b>Quantity discounts.</b>  | Predicated on Suppliers contract   |
| 8.   | <b>Prompt payment terms.</b>  | Net 30   |
| 9a.  | <b>Government purchase cards are accepted at or below the micro-purchase threshold.</b> |  |
| 9b.  | <b>Government purchase cards are accepted above the micro-purchase threshold.</b>       |  |
| 10.  | <b>Foreign items</b>  | Predicated on Suppliers contract   |
| 11a. | <b>Time of delivery:</b>  | 15-90 Days ARO<br>Predicated on Suppliers contract   |
| 11b. | <b>Expedited Delivery.</b>  | None offered. (Available on select products, contact Contractor for details)   |
| 11c. | <b>Overnight and 2-day delivery.</b>  | None offered.  |
| 11d. | <b>Urgent Requirements.</b>   | Please note that this contract contains an "Urgent Requirements" clause (I-FSS-140-B). Agencies may contact the Contractor's representative to effect a faster delivery.   |
| 12.  | <b>F.O.B.</b>   | Origin, CONUS/POE<br>Predicated on applicable Suppliers contract   |
| 13a. | <b>Ordering address</b>   | Forms & Supply, Inc. or (d/b/a)<br><b>FSI Office</b><br>P. O. Box 563953<br>Charlotte, NC 28256-3953<br>CAGE CODE: OCPP2   |
| 13b. | <b>Ordering procedures:</b>   | 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 ( <a href="http://fss.gsa.gov/schedules">fss.gsa.gov/schedules</a> ). Activities are asked to reference "Participating Representatives" in the body of the order. |
| 14.  | <b>Payment address:</b>   | Forms & Supply, Inc. or (d/b/a)<br><b>FSI Office</b><br>P. O. Box 563953<br>Charlotte, NC 28256-3953   |
| 15.  | <b>Warranty</b>   | Standard written commercial warranty   |
| 16.  | <b>Export packing.</b>  | None offered   |



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| 17.  | <b>Terms and conditions of Government purchase card acceptance</b><br>(any thresholds above the micro-purchase level) | None; No additional discounts  |
| 18.  | <b>Terms and conditions of rental, maintenance, and repair</b>  | Not Applicable   |
| 19.  | <b>Terms and conditions of installation</b>   | For installation orders under \$500.00 services shall be NTE 14% of product net. (subject to a minimum charge; up to \$250)  |
| 20.  | <b>Terms and conditions of repair parts</b>   | Available as commercial practice   |
| 20a. | <b>Terms and conditions for any other services</b>  | Design/Layout Services \$50.00/hr.   |
| 21.  | <b>List of service and distribution points</b>  | Contact Contractor   |
| 22.  | <b>List of participating dealers</b>  | N/A Contact Contractor for CTA arrangements  |
| 23.  | <b>Preventive maintenance</b>   | Contact Contractor   |
| 24a. | <b>Special attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).</b>                     | A variety of products and offerings contain high post-consumer recycled content. Contact Contractor for more details   |
| 24b. | <b>Section 508</b>  | Not applicable   |
| 25.  | <b>DUNS number</b>  | 024473100  |
| 26.  | <b>Forms &amp; Supply, Inc. d/b/a FSI Office is registered in the Central Contractor Registration (CCR) database.</b> |  |
| 27.  | <b>Cancellation</b>   | Cancellation shall be at No Charge prior to production. Once in production the contractor shall be entitled to collect cost incurred if products are not sold within 120 days.   |
| 28.  | <b>Restocking</b>   | Restocking shall be authorized in writing prior to return of items. Restocking charges of 25% shall apply. The government shall pay and bear responsibility for transportation. Return credit is subject to inspection and product being returned in salable condition |