

33721P Furniture

Office, Conference, Classroom
FSC 7110; NAICS 337214
GS-27F-0020X
Terms & Conditions

Forms & Supply, Inc.

d/b/a FSloffice
6410 Orr Road
Charlotte, NC 28213-6332
Phone: 704.598.8971
Fax: 704.596.6098



Effective: December 17, 2010 – December 17, 2025

Customer Information

1a. SIN 33721P Packaged Office, Conference, & Classroom

Schedules **71 Furniture**
72 Furnishings

SIN 33721P Packaged Furniture (Products/Services predicated upon GSA accepted contract suppliers)

Services Ancillary Services
 Site Preparation Services
 Warehouse Services

Supplier SINS. . .

Televisions
 Television for Hospital, Hotels and Motel
 VCRs, VCP, DVD
 Television/VCR/DVD Combinations
 Audio Components
 Television and Audio Accessories
 Hand Held Camcorders
 Recording and Reproducing Video and Audio Equipment, Including Spare & Repair Parts, and Accessories
 Packaged Offices
 Dormitory, Quarters, Residential Casegoods and Beds
 Casual and Outdoor Furniture and Accessories
 Classroom Furniture
 Cafeteria and Food Service Furniture
 (*Small Business Set-Aside)
 Hospital and Geriatric Chairs
 Chair, Convalescent. (*Small Business Set-Aside.)
 Installation Service
 Furniture Systems and workstation clusters.
 Worksurfaces, workstations, computer furniture and accessories.
 Filing and Storage cabinets, shelves and accessories
 High density movable filing systems and accessories
 Executive Office Furniture.
 Executive Conference Room Furniture
 Tables and Accessories (for Executive)
 Upholstered Seating
 Multiple Seating
 Multi-Purpose Seating
 Stacking Chairs and Dollies or trucks designed to support stacking chairs.

Customer Information

1a. SIN 33721P Packaged Office, Conference, & Classroom Continued

Display and Communication Boards, Wall Stations, and Accessories
 Reconfiguration and relocation services (Furniture).
 Design/Layout Service(s) for Systems and ADP Furniture
 Installation Service(s).
 Introduction to New Products
 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. 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.

- 2. **Maximum order:** \$1,000,000.00 Net product
- 3. **Minimum order:** \$100.00 Net
- 4. **Geographic coverage:** CONUS/POE

Customer Information

5. **Point(s) of production:** Predicated on Suppliers contract
6. **Discount from list prices:** Predicated on Suppliers contract
7. **Quantity discounts:** Predicated on Suppliers contract
8. **Prompt payment terms:** Net 30
- 9a. **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:** Predicated on Suppliers contract
- 11a. **Time of delivery:** 15-90 Days ARO
Predicated on Suppliers contract
- 11b. **Expedited Delivery:** None offered. (Available on select products, contact Contractor for details)
- 11c. **Overnight & 2-day delivery:** None offered.
- 11d. **Urgent Requirements:** 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. **F.O.B.:** Origin, CONUS/POE
Predicated on applicable Suppliers contract
- 13a. **Ordering address:** Forms & Supply, Inc. or (d/b/a)
FSI Office
P.O. Box 563953
Charlotte, NC 28256-3953
CAGE CODE: 0CPP2
- 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). Activities are asked to reference "Participating Representatives" in the body of the order.
14. **Payment address:** Forms & Supply, Inc. or (d/b/a)
FSIoffice
P.O. Box 563953
Charlotte, NC 28256-3953

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15.	Warranty:	Standard written commercial warranty
16.	Export packing:	None offered
17.	Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)	None; No additional discounts
18.	Terms and conditions of rental, maintenance, & repair	Not Applicable
19.	Terms and conditions of installation	For installation orders under \$500.00 services shall be NTE 14% of product net. (subject to a minimum charge; up to \$250)
20a.	Terms and conditions of repair parts	Available as commercial practice
20b.	Terms and conditions for any other services	Design/Layout Services \$50.00/hr.
21.	List of service and distribution points	Contact Contractor
22.	List of participating dealers	N/A Contact Contractor for CTA arrangements
23.	Preventive maintenance	Contact Contractor
24a.	Special attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).	A variety of products and offerings contain high post-consumer recycled content. Contact Contractor for more details.
24b.	Section 508	Not applicable
25.	DUNS number	024473100
26.	Forms & Supply, Inc. d/b/a FSI Office is registered in the Central Contractor Registration (CCR) database.	
27.	Cancellation	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.	Restocking	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