Contract #: GS-28F-018AA

71-1 Packaged Office Contract

Contract Period: February 13, 2018 - February 12, 2023

Contractor: Staples Contract and Commercial, LLC d.b.a. Business Interiors by Staples

DUNS Number: 942-603-358
Cage: #07EH5
Federal Tax ID: 04-3390816

Address associated with contract: 45 CEDAR LN
ENGLEWOOD, NJ 07631 - 4802

Phone: 1-888-212-7219
Fax: 1-888-222-8618
Email: governmentteam@staples.com
Website: www.staples4government.com

Internal Contacts: Chad Paliotta
Government Compliance and Pricing Manager
Phone: 800-999-9077 x3356
Email – chad.paliotta@staples.com

Order Placement: staplesfedgovtbiddsk@staples.com
45 Cedar LN
Englewood, NJ 07631 - 4802

Contract Administration: Chad Paliotta
Government Compliance and Pricing Manager
Phone: 800-999-9077 x3356
Email – chad.paliotta@staples.com
BUSINESS SIZE: Other than small

Customer Information:

1. **Special Item Numbers:** 71-1 Packaged Office Contract

2. **Maximum Order:** $5,000,000

3. **Minimum Order:** $100.00

4. **Geographic Coverage:** Domestic United States (CONUS)

5. **Points of Production:**

<table>
<thead>
<tr>
<th>The HON Company</th>
<th>Muscatine, IA; Cedartown, GA; Florence, AL; Orleans, IN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affordable Interior Systems</td>
<td>Hudson, MA</td>
</tr>
<tr>
<td>The Gunlocke Company</td>
<td>Wayland, NY</td>
</tr>
<tr>
<td>Global Industries, Inc.</td>
<td>Marlton, NJ</td>
</tr>
<tr>
<td>Peter Pepper Products</td>
<td>Compton, CA; Grand Rapids, MI; Lithia Springs, GA; Falconer, NY; Reading, PA; and Toronto, Canada</td>
</tr>
<tr>
<td>National Office Furniture</td>
<td>Multiple Locations; Contact National Furniture Government Customer Service at 800-482-1213 for more information.</td>
</tr>
<tr>
<td>Allsteel</td>
<td>Muscatine, IA; Wayland, NY</td>
</tr>
<tr>
<td>Transwall Office Systems</td>
<td>West Chester, PA</td>
</tr>
<tr>
<td>FurnitureLab</td>
<td>Carrboro, Orange County, NC</td>
</tr>
<tr>
<td>NeutralPosture</td>
<td>Bryan, Brazos County, TX</td>
</tr>
<tr>
<td>SwiftSpace</td>
<td>Ontario, Canada</td>
</tr>
<tr>
<td>Workrite Ergonomics</td>
<td>Petaluma, Sonoma County, CA</td>
</tr>
</tbody>
</table>

6. **GSA Discount From List:**

<table>
<thead>
<tr>
<th>The HON Company</th>
<th>GS-27F-0015S</th>
<th><a href="http://www.hon.com/">http://www.hon.com/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Affordable Interior Systems</td>
<td>GS-29F-0006K</td>
<td><a href="http://www.ais-inc.com/GSA/">http://www.ais-inc.com/GSA/</a></td>
</tr>
<tr>
<td>Global Industries, Inc.</td>
<td>GS-03F-076GA</td>
<td><a href="http://www.globalgovusa.com/">http://www.globalgovusa.com/</a></td>
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<td></td>
<td>GS-28F-0017X</td>
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<td></td>
<td>GS-07F-0323N</td>
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</tbody>
</table>


FurnitureLab GS-27F-0010N http://furniturelab.com/

NeutralPosture GS-27F-0014Y http://neutralposture.com/

SwiftSpace GS-27F-001AA http://www.swiftspaceinc.com/

Workrite Ergonomics GS-28F-0030S http://workriteergo.com/

7. **Quantity Discounts:** Predicated on Suppliers contracts (see #6)

8. **Prompt Payment Terms:** Predicated on Suppliers contracts (see #6)

9. **Government Credit Card:** Accepted

10. **Foreign Items:** Predicated on Suppliers contracts (see #6)

11. **Time of Delivery:**
   
a. 60 – 90 days ARO, Predicated on Suppliers contracts (see #6)
   
b. Expedited Delivery: Predicated on Suppliers contracts (see #6)
   
c. Overnight & 2-Day Delivery: Predicated on Suppliers contracts (see #6)

12. **F.O.B. Points:** According to above listed Schedules (see #6)

13. **Ordering Address:** 45 CEDAR LN ENGLEWOOD, NJ 07631-4802

14. **Payment Address:** Staples Business Advantage Dept SNA PO Box 415256 Boston, MA 02241-5256 (or unless specified different)

15. **Warranty:** According to above listed Schedules (see #6)

16. **Export Packaging Charges:** Not applicable

17. **Government Credit Cards Accepted:** Yes

18. **Terms & Conditions For Maintenance & Repair:** Contact Business Interiors by Staples.

19. **Services:**
a. Installation: Installation services will be charged at a rate of not more than 15% of the net price of the purchase order for installation. Installation projects in excess of $500 will be negotiated on a case-by-case basis.

b. Staging: We accept a rate of 10% of the Net Purchase Price up to $500 of the Net Purchase Order. Staging services requiring a service price in excess of $500 will be negotiated on a case-by-case basis.

c. Warehousing: We accept a rate of $1.35 per square foot per month. Large and/or complicated projects or projects with special considerations will be negotiated on a case-by-case basis.

d. Site Preparation: We accept a rate of 5% of the Net Purchase Order up to $500 of the Net Purchase Order. Site preparation services requiring a service price in excess of $500 will be negotiated on a case-by-case basis.

e. Ancillary Services: We accept a rate of $35.00 per hour for ancillary services to the Government up to service price of $500. Ancillary services requiring a service price in excess of $500 will be negotiated on a case-by-case basis.

20. Terms & Conditions For Repair Parts:
   a. Repair Parts: Contact Business Interiors by Staples.
   b. Other services: Design and layout services are predicated on Suppliers contract

21. Service & Distribution Points: Not applicable

22. List of Participating Dealers: Not applicable

23. Preventative Maintenance: Not applicable

24. Special Attributes:
   a. Environmental Attributes - According to above listed Schedules (see #6)
   b. Section 508 – Not Applicable

25. DUNS: 942603358

26. CCR/SAM Registration:
    Federal Tax ID: 043390816
    Cage: 07EH5