



# OFFICE IMAGES

delivering on our promise

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**OFFICE IMAGES**  
**GSA Packaged Office**  
**CONTRACT # GS-27F-0008Y**  
Small Business  
GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! A menu-driven database system. The internet address for GSA Advantage is:  
<http://www.GSAAdvantage.gov>

**SCHEDULE TITLE**

Multiple Award Schedule  
FSC Group: Furniture and Furnishings  
Contract – GS-27F-0008Y  
Contract period –  
March 14, 2017 – March 13, 2027

**CONTRACTOR**

Office Images, Inc.  
2099 Gaither Road, Suite 130  
Rockville, MD 20850  
301-921-0900 (phone)  
301-921-0901 (fax)  
Business Size - Small Business  
Email: [Rhammett@office-images.com](mailto:Rhammett@office-images.com)  
Web Site: [www.office-images.com](http://www.office-images.com)

**GSA CUSTOMER ORDERING INFORMATION:**

1. Special item number – 33721P (Packaged Office Furniture)
2. Maximum order – \$5,000,000
3. Minimum order - \$100
4. Geographic coverage (delivery area). Continental United States (CONUS)
5. Point(s) of production – United States, See Manufacturer’s GSA schedule
6. Discount from list prices or statement of net price.
  - Allsteel – **GS-28F-0001V** [www.allsteeloffice.com](http://www.allsteeloffice.com)
  - Hon Company – **GS-27F-0015S** [www.hon.com](http://www.hon.com)
  - Gunlocke – **GS-28F-0021Y** [www.gunlocke.com](http://www.gunlocke.com)
  - HBF – **GS-28F-0020M** [www.HBF.com](http://www.HBF.com)
  - Workrite - **GS-28F-0030S** [www.workriteergo.com](http://www.workriteergo.com)
  - Nucraft - **GS-28F-2037D** [www.nucraft.com](http://www.nucraft.com)
7. Quantity discounts – See individual manufacturer’s GSA schedule
8. Prompt payment terms - Net 30 after receipt of invoice
9. Government Purchase Cards are accepted.
10. Foreign items (list items by country of origin) - None
- 11a. Time of delivery - Within 90 days after receipt of order.
- 11b. Expedited Delivery - See individual manufacturer’s GSA schedule or contact Office Images.

12. F.O.B. point(s) - See individual manufacturer's GSA schedule
- 13a. Ordering address –  
**Office Images, Inc.**  
**2099 Gaither Road, Suite 130**  
**Rockville, MD 20850**  
**Fax – 301-921-0901**  
**Phone – 301-921-0900**
- 13b. Ordering procedures - For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8, 405-3.
14. Payment address -  
**Office Images, Inc.**  
**2099 Gaither Road, Suite 130**  
**Rockville, MD 20850**
15. Warranty provision – See individual manufacturers GSA warranty statements.
16. Export Packing Charges – N/A
17. Terms and conditions of Government purchase card acceptance - Accepted
18. Terms & Conditions for Maintenance & Repair – Contact Office Images.
19. Terms and conditions of Installation – Installation percentage rate range starting at 14% with a not to exceed 30% of the net product price, per project inclusive of Industrial Funding Fee. Any increase in installation over 30% due to extraordinary circumstances would be reviewed and approved by the GSA Contracting Officer. The minimum charge of \$175.00 per order applies. Services include management support for new furniture projects requiring design, installation, or reconfiguration of office furniture.  
Other Services:  
Warehousing – Provided at a not to exceed 15% of the net product value of a given order and subject to normal access and delivery schedule and up to a \$250.00 minimum charges.  
Design/Layout – \$65.00 per hour  
Project Management - \$65.00 per hour
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices - N/A
21. List of service and distribution points – N/A
22. List of participating dealers – N/A
23. Preventive maintenance – N/A
24. Special attributes such as environmental attributes – See individual manufacturer's web sites.
25. Data Universal Number System (DUNS) number - 083204466
26. Central Contractor Registration (CCR) database –  
**Office Images, Inc.**  
**Duns#083204466**  
**TIN# 52-2355682**  
**Cage Code 1WKV9**  
**NAICS- 337214**