



# GSA Terms and Conditions

## Pricing:

General Services Administration  
Federal Supply Service

## FSC group 71 furniture:

Contract number: GS-28F-0028Y  
Contract period: April 27, 2017–April 26, 2022

## Contractor/contract administrator:

Fellowes, Inc  
4030 E. Quenton Dr., Ste. 101  
Mesa, AZ 85215  
Tel: 800.833.3746  
Lee Mauney: lmauney@fellowes.com

## 1. 33721

Office Furniture

## OLMs

Order-Level Materials

## 2. Maximum order:

**SIN 33721 and OLM:** \$250,000 net

## 3. Minimum order:

\$100.00

## 4. Geographic coverage:

United States and Puerto Rico

## 5. Point of production:

Mesa, AZ

## 6. Discount from list prices:

Work tools: SIN 33721 and OLM

TOTAL LIST	DISCOUNT
\$1–\$25,000	66.08%
\$25,001–\$250,000	71.5%
\$250,001–\$940,000	73.4%

Table BASES and Work Surfaces: SIN 33721 and OLM

TOTAL LIST	DISCOUNT
\$1–\$657,900	62%

## 7. Quantity discount:

Same as above

## 8. Prompt payment terms:

Net 30

## 9A. Visa, Mastercard, American Express are accepted

## 9B. No additional discount will be offered on orders placed using a credit card

## 10. Foreign items:

Taiwan, Hong Kong

## 11A. Time of delivery:

Between 48 hours and 90 days ARO

## 11B. Expedited delivery:

Call customer service for express requests

## 12. FOB point:

FOB destination

## 13. Ordering address:

Fellowes, Inc, DBA ESI Ergonomic Solutions  
PO Box 21239  
Mesa, AZ 85277-1239

## 14. Payment address:

Same as above

## 15. Export packaging charges:

Quoted upon request

## 16. Terms and conditions of government commercial credit card:

Government Purchase credit cards are accepted but no additional discount will be offered.

## 17. Terms and conditions of rental maintenance and repair:

N/A

## 18. Terms and conditions of installation:

Installation will be added by dealer at time of quote

## 19. Terms and conditions of repair:

N/A

## 20. Service and distribution points:

Call contractor

## 21. Participating dealers:

Call contractor

## 22. Preventative maintenance:

N/A

# GSA Terms and Conditions

## 23. Environmental attributes:

Fellowes, Inc DBA ESI Ergonomic Solutions is dedicated to being an environmentally friendly company and this is reflected through our products, policies, and facilities. ESI products are SCS IAQ Indoor Air Quality certified. ESI facilities meet ANSI/BIFMA Level® Certification standards for environmental sustainability and energy emissions. ESI has pledged to cover 75,000 kWh of traditional electricity consumption with renewable sources in the form of CSG CleanBuild™ Wind Renewable Energy Certificates over the next 2 years. Through the implementation of our Spare Parts Recycling Program, ESI works to properly recycle parts for ourselves and our customers, in keeping with our corporate 100% landfill diversion goal. The ESI Design for Environment standard ensures that all ESI products are being created with energy efficiency, sustainability, durability, and recyclability in mind. For a current list of level certified products, please visit [esiergo.com/sustainability](https://esiergo.com/sustainability).

## 24. Data universal number system (DUNS):

005070008

## 25. Federal tax ID:

36-0770670

## 26. Notification regarding registration in system for award management (SAM):

63090 (Cage Code)

## SHIPPING:

### 48 hour ship program

ESI offers 48 hour shipping on the majority of products. 48 hour ship products are shipped out of Phoenix, Arizona, within two business days of receiving the Purchase Order (PO), depending on quantity ordered and available inventory. Orders that include products with longer lead times including special orders, custom products, or worksurface orders, are designated as "LT" (Lead Time) and therefore not included in the 48 hour ship program. Large orders may also require additional lead time. Products designated as LT could take up to 90 days ARO for delivery. Call for on-hand availability.

### Please note:

1. For the order to qualify for 48 hour shipping, all products on the PO must be available under the 48 hour ship program.
2. POs that include LT designated products will be shipped based on the lead time of the LT designated products, unless otherwise requested.
3. 48 hour orders will be shipped out in two business days unless otherwise specified on the PO.

### Freight terms

ESI ships orders by way of standard ground carrier service dock-to-dock within the contiguous 48 states. Special requests such as "call before delivery", "delivery lift gate required", residential delivery, re-routed deliveries, or specific delivery date/time requests may be subject to additional charges or may not be available. Contact customer service for expedited delivery requests or deliveries outside of the contiguous 48 states.

Customers will be charged additional fees for changes made to orders that have already departed the facility, resulting in re-delivery or re-consignment.

ESI accepts requests for expedited freight at the customer's expense. Please contact customer service at 800.833.3746 and provide your preferred carrier account number in which to charge the expedited freight.

Worksurfaces may be drop-shipped from a separate location and may arrive on a date different than the other items on the order.

**Orders of \$250 list or more, ship free freight. A \$25 flat shipping fee will be incurred for orders under \$250 list.**

Packages should be inspected upon receipt and any shortages must be conveyed within five (5) business days of delivery. We are not responsible for damages or shortages occurring after delivery. Additional shipping charges will apply for expedited shipping, inside delivery or lift gate services. We are happy to drop ship to any customer within the 48 contiguous United States at no extra charge.

### Handling and special services

Cutting Fee - A fee of \$40 List will be assessed per unit for all custom cutting requests.

## RETURNS:

Contact our Customer Service Department by e-mail at [customerservice@esiergo.com](mailto:customerservice@esiergo.com) or phone 800.833.3746 to request a Return Authorization (RA) form. Please have the original PO number or ESI order number available. Request for product returns must be made to ESI within 60 days of the date shipped. ESI honors a no restocking fee for our customers, if the return is approved in advance. For complete process go to <https://www.esiergo.com/product-terms-and-conditions/>.