##### General Services Administration

##### Contract Number: 47QSMS24D0039

**GSA Contract:** GSA approved product sold to an eligible federal agency.

* **Contract Period:** March 9,2024 – March 8, 2029

• **Discount to GSA is 62.1% off Nov 2023.**

**SIN 3721: Office Furniture, Storage, Modular and Height Adjustable Workstations, Tables, and Multipurpose Seating**

* **GSA Freight Terms: FREE FREIGHT.** All GSA approved products ship via common carrier F.O.B. shipping point (origin), with freight charges prepaid by Safco. This is for dock-to-dock delivery shipments within the 48 contiguous states. Any accessorial charges (lift gate, inside delivery, call-in-advance, etc.), are the responsibility of the requesting party.

**GSA Order Submission Requirements:**

**Dealer Direct** (dealer submits the po to SAFCO® on behalf of the federal agency)

Dealer PO must be accompanied by a Teaming Agreement referencing the dealer’s package office contract number and Safco’s GSA contract numbers. Safco signed teaming approved agreements include project teaming agreements, BPA, and Schedule CTA. Eligible dealer service payment of 10% will be deducted from purchase order as a single line item.

**End User Direct** (federal agency submits the po to SAFCO® directly)

End User PO must state Safco as the “vendor”, and reference SAFCO® GSA Contract# GS-29F-0010P and discount. GSA orders from the end User should include a copy of the Dealer quote and a ship to address with a dock. Eligible dealer service payment of 10% and installation will be paid 15-30 days from receipt of agency payment.

**Open Market: Product sold to an eligible federal agency, but not GSA approved product.**

Open market items are also known as incidental items, non-contract items, non-Schedule items, and items not on a GSA Schedule contract.

* Discounts taken from manufacturer’s current price list at the time of order less the 62.1% GSA discount.
* Orders will be submitted using commercial sales policies, obsolescence notifications, warranty procedures, and ***standard commercial freight terms***. Current terms, subject to change with standard freight program, are posted at <https://www.safcoproducts.com/SafcoProducts/media/Safco/Government/SafcoFreightPolicy_Jan_2022.pdf>
* Open Market purchase orders may be issued by the agency directly to Safco, or to the servicing dealer; only for federally funded agencies.
* Quotes and orders must always reference open market items (Space planning will highlight them yellow)
* If open market, do not include GSA contract number on open market orders.

No dealer payments are paid on open market orders unless the dealer PO is accompanied by a document verifying discount.

Open Market Price Verification:

*Safco will need to verify the amount charged to the federal agency for credit of the 10% dealer payment.*

Dealer must provide ***one*** of the following:

* *Dealer quote signed by the agency, or*
* *Agency PO itemized line pricing, or*
* *Agency PO with verified total for Safco's product, or*
* *Award document specifying Safco’s total.*

If *not* included in the open market purchase order submission, Safco will not deduct the 10% dealer payment.

**Order Checklist for Authorized Dealer**

1. Submission Requirements
	1. Contract number
	2. Teaming Agreement (if dealer direct)
	3. Copy of Quote (if provided)
2. Order Information with PO submission (as needed)
	1. Model number with color selection/material choice
	2. Dealers contact name and phone #
3. Verify delivery address has a dock
	1. Name and phone number of call before delivery
	2. Name and phone number of receiving person

**Identification Numbers:**

FSC Group 33721

Contract GS-29F-0010P

Business Size: Large

Cage Code: 3KPT9

(DUNS) number: 00-645-3575

Tax I.D. Number: 41-0911459

**Orders Should be made out to:**

Safco Products Co.

9300 West Research Center Road

New Hope, MN 55428

Email for order submission:

gsaorders@safcoproducts.com

Payment Address:

Safco Products Co.

PO Box 856548

Minneapolis, MN 55485-6548

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