##### General Services Administration

##### Contract Number: 47QSMS24D0039

**GSA Contract:** GSA product approved under SIN numbers below:

33721- Office Furniture

33712 - Complete Daycare, Preschool, and Classroom Solutions.

OLM - Order Level Materials

* Contract Period: March 9,2024 – March 8, 2029
* **Discount for GSA products is 62.1% off October 1, 2024, price list.**

* Freight Terms: FREE FREIGHT >$100 net. 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. Open market products will use the commercial freight program.
* Minimum order: $100

**Federal 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 commercial 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/getmedia/17d57ac8-6291-4d10-aef2-2194e6f12676/Open-Market-Commercial-Freight-Policy.pdf>
* Open Market purchase orders from federal agencies may be issued by the agency directly to Safco, or to the servicing dealer.
* Quotes and orders must always reference open market items (Space planning will highlight them yellow)
* If open market, do not include GSA contract numbers on purchase 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 12% dealer payment.*

Dealer must provide ***one*** of the following: If *not* included in the open market purchase order submission, Safco will not deduct the 12% dealer payment.

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

**GSA Order Submission Requirements:**

**Dealer Direct** (Dealer submits the PO to Safco on behalf of the federal agency)

* PO must include a Teaming Agreement that lists both the dealer’s package office contract number and Safco’s GSA Contract #47QSMS24D0039.
* Accepted agreements: Teaming Agreements, BPAs, and Schedule CTAs.
* The 12% dealer service fee will be deducted directly on the PO as a line item.

**End User Direct** (Federal agency submits the PO directly to Safco)

* PO must list Safco as the vendor and reference GSA Contract #47QSMS24D0039 and the applied discount.
* Must include:
  + A copy of the dealer’s quote
  + A valid ship-to address with a dock
* Dealer will receive the 12% service payment and installation fee 15–30 days after Safco receives payment from the agency.

**Order Checklist for Authorized Dealer**

1. Submission Requirements
   1. Contract number 47QSMS24D0039
   2. Signed 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 47QSMS24D0039

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](mailto:gsaorders@safcoproducts.com)

Payment Address:

Safco Products Co.

PO Box 856548

Minneapolis, MN 55485-6548

**Government Contacts:**

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