

# GSA

**GENERAL SERVICES ADMINISTRATION**  
**FEDERAL SUPPLY SERVICE**  
**AUTHORIZED FEDERAL SUPPLY SCHEDULE**

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!<sup>™</sup>, A MENU-DRIVEN DATABASE SYSTEM.

THE INTERNET ADDRESS FOR GSA ADVANTAGE!<sup>™</sup> IS [WWW.GSAADVANTAGE.GSA.GOV](http://WWW.GSAADVANTAGE.GSA.GOV).

OFFICE FURNITURE  
FSC 71 PART 1  
CONTRACT NUMBER  
GS-28F-0019L

FOR MORE INFORMATION ON ORDERING FROM THE FEDERAL SUPPLY SCHEDULES, CLICK ON THE FSS SCHEDULES BUTTON AT [WWW.FSS.GSA.GOV](http://WWW.FSS.GSA.GOV).

CONTRACT PERIOD: THROUGH MAY 6, 2021

DMI OFFICE FURNITURE  
STE 2000, 9780 ORMSBY STATION ROAD  
LOUISVILLE, KY 40223  
PHONE: 502-426-4351  
FAX: 502-429-6285 OR 888-755-2878  
[WWW.FLEXSTEELCOMMERCIALOFFICE.COM](http://WWW.FLEXSTEELCOMMERCIALOFFICE.COM)

BUSINESS SIZE: SMALL  
DUNS#: 00-230-5159

FEDERAL ID NUMBER: 41•0678467

CAGE NUMBER 1VSF4

MEMBER  
**BIFMA**  
INTERNATIONAL

  
DMI OFFICE FURNITURE

## COMPANY PROFILE

As one of the leading manufacturers of mid-market office furniture, DMI's product line consists of traditional, transitional, and contemporary case goods. We also offer an extensive selection of conference tables in a number of sizes, shapes and finishes. DMI Office Furniture is a division of DMI Furniture, Inc., a recognized and respected manufacturer and marketer of furniture since 1911. DMI has been manufacturing office furniture since 1968.

## LAMINATE AND VENEER CASEGOODS

### Lifetime Limited Warranty

If you notice a defect, it is important for you to act promptly and immediately notify the Authorized dealer from whom you purchased your furniture. Your notification must be given to an authorized DMI dealer with proof of purchase. After notification, it may be necessary for the Authorized Dealer or the manufacturer to arrange for an inspection of your furniture to determine whether or not a covered defect exists. If a covered defect does exist, it will be repaired. If it is determined that repair is not practical, you will be supplied with new furniture of the same or similar color, design, style and quality at the current price less the depreciated value of the product as based on ASB standards for straight line depreciation of Office Furniture. You will not be charged for any repair services or delivery costs.

### Limitations and Exclusions

Implied Warranties - No implied warranties, including warranties of merchantability or fitness for a particular purpose exist. By implied warranties, we mean ones that the law requires to have been given by the seller even though they are not set out in writing. Please note: some states do not allow an exclusion or limitation on how long an implied warranty lasts, so the above limitation or exclusion may not apply to you.

While we believe our limited warranty is a good one, there are some limits to it. Any of the following things reduce the manufacturer's responsibility under this warranty:

- This limited warranty protects you only when you purchase furniture from an Authorized Dealer and you are the original owner of the product.
- This limited warranty applies only when you have purchased the furniture for your own use and not for resale prior to use. Your furniture requires some routine maintenance. Keep it clean and dusted as necessary. Proper care and use are essential to preserving the rights under this limited warranty. We will not repair or replace your furniture if damage is caused by improper maintenance or by improper use.

This limited warranty does not cover damage resulting from abuse, normal wear and tear, accidents including burns, cuts, scratches, scuffs, watermarks or indentations.

Consequential or incidental damages are not covered under this limited warranty. By this we mean any loss, expense or damage other than to the furniture itself that may result from a defect in the furniture. Please note: some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

### Seating

- Flexsteel Fully Upholstered Lounge Seating - Five Year Limited Warranty

## CUSTOMER INFORMATION

### Information For Ordering Activities

1. Awarded Special Item Numbers:
  - SIN 711-2 Laminate Executive Office Furniture
  - SIN 711-8 Executive Office Furniture
  - SIN 711-11 Tables and Accessories
  - SIN 711-206 Upholstered Seating
  - SIN 711-95 Design - Not to Exceed \$50 per hour
2. Maximum Order Limitations: \$300,000 Net
3. Minimum Order: \$100 Net
4. Geographic Coverage (delivery area):  
48 contiguous states and Washington D.C. Contact factory for all other destinations.
5. Distribution Point: Huntingburg, Dubois County, Indiana, 47542
6. Discount from List: Pricing listed is "Delivered List" - Discount is 61% less .0075 IFF and/or handling fee for product orders totaling \$3500 or less.
7. Quantity Discounts: Product orders totaling \$3501 net to \$25,000 net earn an additional 1% off the prices listed herein. Product orders totaling above \$25,000 net earn an additional 2.7% off the prices listed herein.
8. Prompt Payment Terms: Net 30 days from date of invoice.
9. Notification that Government Mastercards and Visas are Accepted Below the Micropurchase Threshold: Accepted; no discounts allowed.
10. Foreign Items (List by country of origin): All items noted with an asterisk are made in China.
  - 11a. Lead Time: 10 working days after receipt of order
  - 11b. Expedited Delivery: Subject to 10% handling charge
  - 11c. Overnight and 2-Day Delivery: N/A
  - 11d. Urgent Requirements: Contact customer service
12. F.O.B. Delivered: Huntingburg, Indiana, 47542
13. Ordering Addresses:

DMI Office Furniture
Ste 2000
9780 Ormsby Station Road
Louisville KY 40223
14. Payment Address:

DMI Lock Box
PO Box 22812
Louisville, KY 40252-0812
15. Warranty Provision: Life Time Limited
16. Export Packing Charges: Contact customer service.
17. Terms and Conditions of Government Mastercards and Visas Acceptance: Accepted; no discounts allowed.
18. Terms and Conditions of Rental, Maintenance and Repair: N/A
19. Terms and Conditions of Installation: N/A
20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices: N/A
- 20a. Terms and Conditions for Any Other Services: N/A



21. List of Service and Distribution Points: Huntingburg, Indiana, 47542
22. List of Participating Dealers: N/A
23. Preventive Maintenance: N/A
24. Environmental Attributes, Recycled Content, Energy Efficiency, and/or Reduced Pollutants: DMI maintains internal programs to reduce the impact on the environment of our products and operations.
25. Data Universal Number System (DUNS) Number: 00-230-5159  
Federal ID Number: 41-0678467
26. Notification Regarding Registration in Central Contractor Registration (CCR) Database: Cage Number is 1VVSF4

#### ORDERING INFORMATION

All orders should be mailed or faxed to:

DMI Office Furniture  
Ste 2000  
9780 Ormsby Station Road  
Louisville KY 40223

Phone: (866) 203-5795  
Fax: (877) 893-0276  
Customer Service Fax: (800) 755-2878

Ordering Instructions: Please include the items Listed below to ensure that your purchase order is complete and contains all information required to process your order. All orders with missing information or incomplete information will be held for clarification. Scheduled lead time begins on the date of receipt of a complete and accurate purchase order.

1. Contract Number: GS-28F-0019L
2. Contractor: DMI Office Furniture, A Division of DMI Furniture, Inc., must be named as the contractor. Purchase orders may be submitted to DMI Office Furniture c/o Authorized GSA Dealer if desired.
3. F.O.B. Terms: FOB Huntingburg, Indiana 47542
4. Model Number: See individual series for specific model numbers.
5. Pricing: Please provide the correct unit price and extended amount.

Acknowledgement: All orders will be acknowledged promptly, showing how the order was entered, its approximate shipping date and other pertinent information. This acknowledgement is the final agreement between the customer and DMI Office Furniture and is the exclusive statement of the terms thereof. Please examine this acknowledgement carefully and advise DMI Office Furniture immediately of any discrepancies.

Cancellation Policy: DMI Office Furniture agrees to the GSA National Furniture Center's Order Cancellation Policy when that order(s) is cancelled prior to shipment: in that the order(s) shall be returned to stock at no charge, and if not sold to another customer within one hundred eighty (180) days it shall seek invoice to the Government for actual costs incurred in the manufacturing and storage of the order(s).

Product Design and Specification Charges: DMI Office Furniture reserves the right to make changes in design and construction or discontinue products without prior notice.

#### CONDITIONS OF SALE

Payment terms on shipments from our Huntingburg, Indiana Distribution Center are Net 30 days. Prices are subject to change without notice. Shipping weights and cubes are estimated and are also subject to slight variations. DMI reserves the right to make changes in design and construction detail without notice. All orders are subject to acceptance by DMI. The mailing or distribution of this price list does not constitute an offer to sell. Cancellations will not be accepted unless they are received and acknowledged by the DMI Customer Service Department. Additional terms and conditions as found on DMI acknowledgements, invoices and other official communications may be considered as part of these "Conditions of Sale".

DMI designs and tests its products and packaging to ensure they meet or exceed furniture transport standards generally accepted in the industry. Therefore, damaged merchandise and concealed freight damage is the responsibility of the freight carrier. Claims must be filed by Consignee with the delivering freight carrier within fifteen days of receipt of shipment. DMI accepts no responsibility for merchandise shortages or damages caused by freight carriers or consumer delivery services.

The transportation company is responsible for safe delivery of product. DMI customers should inspect all merchandise upon delivery of shipment. Any visible damage should be noted on the freight bill, signed and dated by the person accepting the delivery. In order for a concealed damage claim to be accepted it must be filled within 15 days of receipt of merchandise with the carrier. Merchandise moved from original delivery location will not qualify for concealed damage claims. Always retain the carton for possible inspection by the carrier.

#### DMI SHIPPING POLICY - DELIVERED CUSTOMERS

- Pricing includes delivery.
- Minimum order requirement \$100 net.
- Standard shipping time is 10 working days or less, expedited shipments subject to a 10% handling charge.
- No returns will be accepted without prior written authorization from DMI Office Furniture.
- All returns are subject to a restocking fee of 15% unless there is a prior agreement with DMI management.
- Only merchandise in unopened cartons will be considered for return authorization.
- Freight claims are the responsibility of the consignee and/or the billed to party.

#### RETURNS AND ALLOWANCES POLICY

ONLY merchandise in unopened cartons will be considered for a return authorization. Defects in DMI merchandise should be reported to the local DMI sales representative. The DMI sales representative is expected to inspect and report on all defective merchandise and report results of inspection to DMI's Customer Service Department. DMI's Customer Service must authorize all claims. No returns, allowances, or deductions from invoices, of any kind, will be accepted without prior written authorization. Any freight charges incurred by an unauthorized return will be invoiced to the DMI customer.

