

DIRECT LINE



**General Services Administration
Federal Supply Service
Authorized Federal Supply
Schedule Price List**

Contract Number: GS-00F-0043L
Special Item Number (SIN): C7125A
Special Item Number (SIN): C7460

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 searchable database system.

The INTERNET address for GSA Advantage!™ is: <http://www.GSAAvantage.gov>

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at fss.gsa.gov

Contract Period:

Feb 28, 2007 through June 30, 2011
Includes modifications 1 through 15

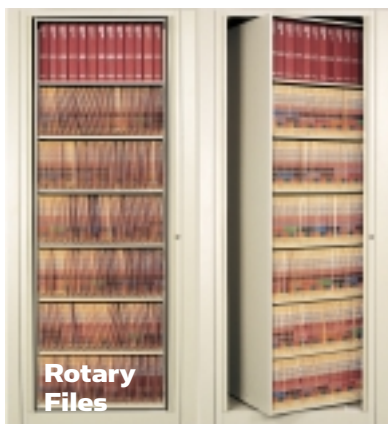
Contractor:

Direct Line Corporation
14 Bryant Ct., Sterling, VA 20166
Tel.: (703) 234-0707

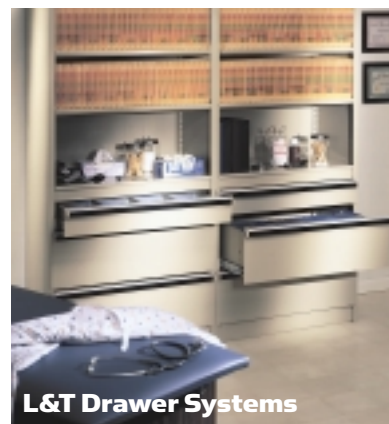
Set-Aside Fund Eligibility:

Small Business

Effective: Feb 28, 2007



Rotary Files



L&T Drawer Systems

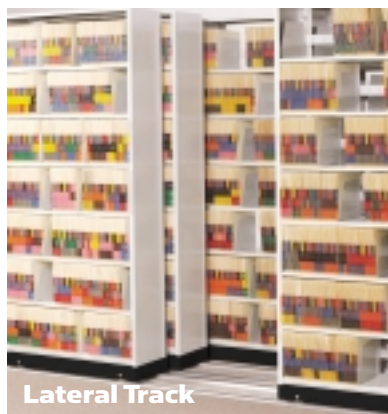
**Consolidated Products
and Services Schedule**

FSC Class 7125 Shelving,
High Density Storage

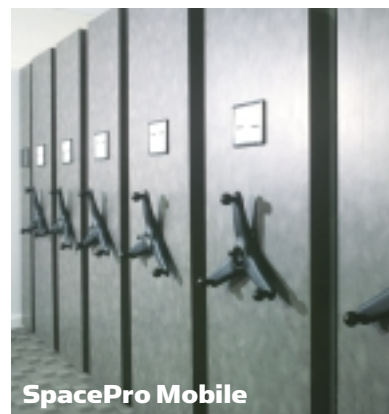
FSC Class 7460 Visible
Record Equipment



L&T Shelving



Lateral Track



SpacePro Mobile

(800) 822-4000 (703) 234-0707 Fax (703) 234-0337



1. **Table of awarded special item number(s):**
Tennsco L&T Shelving SIN#: C7125A
SpacePro Mobile System SIN#: C7125A
Direct Line Rotary File SIN#: C7460
 2. **Maximum Order:** \$150,000
 3. **Minimum Order:** \$100
 4. **Geographic Coverage:** The geographic scope of this contract is the 48 contiguous states and the District of Columbia. For shipments made to Federal Government installations outside the scope of this contract by Direct Line, delivery will be F.O.B. inland carrier, point of embarkation.
 5. **Points of Production:**
All Shelving: Dickson, Tennessee
SpacePro Mobile System: Calgary, Alberta, Canada
Direct Line Rotary File: Mayville, Wisconsin
 6. **Discount from List Price**
Tennsco L&T & Z-Line Shelving: 42.7% up to \$50,000
49.6% over \$50,000
Classic Stak Shelving: \$1 to \$2,500: 36.3%; \$2501 to \$20,000: 43.8%; \$20,001 to \$150,000: 47.5%
Space Pro Mobile System: 39.6%
Direct Line Rotary File: 35.2%
 7. **Quantity Discounts:** None
 8. **Prompt Payment Terms:** 1% 20 Days/Net 30
 9. **Government Credit Card Acceptance:** YES
 10. **Foreign Items:** None
 11. **Time of Delivery:** 45-60 days after receipt of order (ARO) for standard colors. See color selection pages for time of delivery on non-standard colors:
Tennsco L&T Shelving:
Space Pro Mobile System:
Direct Line Rotary File:
 12. **F.O.B. Point(s):** Pricing is F.O.B. destination to the customer's delivery dock by common carrier for the 48 contiguous states and the District of Columbia. Inside delivery and removal of trash are not included in this offer. If required, both are to be negotiated separately between the ordering office and the Authorized GSA Direct Line Dealer.
 13. **Ordering Address:**
Direct Line Corporation
c/o Authorized Direct Line GSA Dealer
P.O. Box 1424, Dickson, Tn 37056-1424
Phone #: 800-822-4000; Fax #: 703-234-0337
 14. **Payment Address:** Invoice will be rendered by, and payment must be made to:
Direct Line Corporation
P.O. Box 1424
Dickson, Tn 37056-1424
 15. **Warranty Provisions:**
Tennsco L&T Shelving: Page 75
SpacePro Mobile System: Page 110
Direct Line Rotary File: Page 24
 16. **Export Packaging Charges:** Export packaging is available as an open market item.
 17. **Terms and conditions of Government commercial credit card acceptance:** Direct Line accepts the government credit card and does not offer a credit card discount.
 18. **Terms and conditions of installation:** Installation is available as an open market item.
 19. **List of service and distribution points:** Service points, call Direct Line at 1-800-822-4000 for your local Authorized Direct Line GSA Dealer.
 20. **List of participating dealers:** Call 1-800-822-4000 for your local Authorized Direct Line GSA Dealer.
 21. **Data Universal Number System (DUNS) number:** #05-518-1358
 22. **Central Contractor Registration (CCR) database:** #785-791-443
- LABOR/SPECIAL HANDLING:** Direct Line will correct any errors to orders in as timely a manner as our policies allow. Direct Line will ship replacement parts (based on product availability) by the most efficient ground method possible. If air freight is required, we will pay for the cost of ground transportation but the purchaser assumes responsibility for the difference in ground versus air transportation. Individual labor costs incurred due to loss, damage or mis-shipment are not Direct Line's responsibility. Direct Line has established these policies to prevent excess cost due to circumstances beyond our control.
- WEIGHT:** Weights shown are approximate and do not include dunnage.
- CLAIMS:** Claims for shortages must be made in writing to Direct Line within 15 days from shipment date. Claims for damaged or lost material must be filed with Direct Line in writing.
- Caution:** When the consignee gives delivering carrier a clear receipt for a shipment in which there is damaged merchandise or a shortage, Direct Line (and the carrier) are relieved of further responsibility. Claims for damage or shortage must be filed in writing by you with Direct Line. Direct Line will not accept return of merchandise damaged in transit.
- PARTIAL SHIPMENTS:** Due to the nature of Direct Line products, NO partial shipment will be made without the express written consent of the ordering party.
- RETURNS:** No returned merchandise will be accepted without written consent from Direct Line. All returned items are subject to a handling charge of 25% plus all transportation charges incurred by Direct Line.
- NO GOODS ACCEPTED FOR RETURN WITHOUT PRIOR APPROVAL:** Seller shall have the right to inspect any goods claimed to be defective at buyer's place of business or require Buyer to return the goods to Seller for inspection on Seller's premises. Transportation charges covering returned goods will be borne by Seller only if such goods are proven to be defective, are covered by the warranty and are returned within the warranty period stated above.

Address Orders To: Direct Line Corporation
c/o (Participating Dealer)
P.O. Box 1424
Dickson, TN 37056-1424

Payment to: Direct Line Corporation
P.O. Box 1424
Dickson, TN 37056-1424

Time of Delivery: 45 - 60 Days ARO (After Receipt of Order) FOB Destination within the continental United States or Point of Embarkation

DUNS #05-518-1358
CCR #785-791-443
Cage Code: #1KP07
Year Established: 1985

Non-Contract Items

(a.k.a. "Open Market," "Incidental," or "Non-Schedule Product" (NSP) items)

CURRENT GSA POLICY:

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations may be followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

Until recently, contractors with a GSA Schedule contract were free to accept delivery orders for "open market" or non-contract items even if the ordering agency had not followed competitive procedures, if the value of the non-contract items was within reason and incidental to the schedule items or services being procured. Agencies must be able to document that they complied with all applicable acquisition rules.

However, contractors are not responsible for policing ordering agencies that choose not to follow the GAO directive and contractors would not be considered at fault for filling orders that include non-contract items.

GSA Pricing Resources

GSA Advantage

Contract No. GS-00F-0043L

Internet Address: <http://www.gsaadvantage.gov>

GSA E-Library

Contract No. GS-00F-0043L

Internet Address: <http://www.gsaelibrary.gsa.gov>

Direct Line Corporation

Contract No. GS-00F-0043L

Internet Address: <http://www.teamdirectline.com>

BPAs are essentially “accounts” that ordering agencies can establish with contractors holding GSA Schedule contracts to fill recurring requirements. Provisions for BPAs are contained in all FSS contracts and some GSA Schedule contracts such as the IT Schedule actually contain standard BPA agreements that can be tailored for each BPA.

The ordering agencies and the contractor through the BPA can establish special pricing discount terms, delivery time, payment terms, frequency of ordering, and eligible BPA ordering activities as long as they fall within the scope of the contract.

BPAs must contain the following information....

- ★ A description of the agreement.
- ★ The extent of the obligation.
- ★ Discounts negotiated from the pre-determined GSA Schedule prices (if applicable).
- ★ A listing of individuals authorized to purchase under the BPA.
- ★ Invoice requirements.
- ★ A statement that all other terms and conditions are contained in the Federal Supply Schedule contract.

Benefits of the BPA....

- ★ A BPA can be set up for multiple offices for a particular agency (or agencies) across the US and the world, allowing personnel to order products directly from the BPA holder. Also, an entire agency can reap the benefit of negotiated BPA discounts.
- ★ BPAs do not obligate funds. The order placed against the BPA obligates the funds.
- ★ Best value selection is completed upon the award of the order and BPA issuance so it is not necessary to conduct additional best value selections (as described in the previous section on ordering instructions) with each order under the BPA.
- ★ BPAs expedite and reduce ordering cycle time for each recurring order, once the initial order is placed by the Government customer.
- ★ Contractor team arrangements (as described in the following section) can be incorporated into a BPA.

Contractor Team Arrangements

GSA Schedule contractors can “team” together to provide a total solution to meet a Government customer’s requirements. Team Arrangements do not need to be approved by GSA. The only GSA requirements are that all team members must have a GSA Schedule Contract and that all members remain compliant with their own individual contract terms and conditions, and pricing. Additional terms and conditions may be applied in the teaming arrangement, but these terms and conditions cannot compromise the awarded Schedule terms and conditions without prior approval by GSA.

GSA’s idea of teaming is different from the concept of subcontracting, in which one company acts as the prime contractor and the other company or companies subcontract with the prime. The factor that constitutes the biggest difference is that each team member charges the Government customer prices and/or rates from their GSA approved price list. However, in many cases, a team member acts as the “administrative lead” in coordinating the team’s response to the customer and a fee for those services is negotiated with the other team members. The most important factor for the customer is that they are buying from a GSA Schedule contract or multiple GSA Schedule contracts and are thus able to follow the simple GSA acquisition methods.

Teaming can be particularly useful for small businesses that might be limited in their capabilities to meet the needs of a Government agency. Additionally, team arrangements may also be incorporated into a BPA.

Another important consideration in a team arrangement is the IFF. A procedure for tracking, reporting and payment of the IFF must be established between the team members to avoid overpayment or underpayment of the IFF. Please note that each contractor is responsible for accurately reporting and submitting their own IFF payment.