

SYMBIOTE



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST
SCHEDULE TITLE: MULTIPLE AWARD SCHEDULE**

CONTRACT NUMBER: GS-07F-0369W
CONTRACT PERIOD: April 12, 2015 – April 11, 2030

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

CONTRACTOR:	SYMBIOTE, Inc.	SAM UEI: YB13B5QCR6T5
	300 N Centennial Street	DUNS Number: 147555619
	Zeeland, MI 49464-1312	CAGE Code: 026T5
	Phone: (800) 283-2434	Federal TIN: 38-2421800
	Fax: 616-772-1797	Congressional District: MI-02
	Web Address: www.symbiote.com	
	Email: symbiote@symbiote.com	

CONTRACTOR'S ADMINISTRATION SOURCE:
Dustin Boven, Controller, 616-772-1790, dboven@symbiote.com

BUSINESS SIZE: Small
Socioeconomic Indicators: None
Federal Supply Classification – FSC Group: Furniture & Furnishings
Furniture & Furnishings: Modular Laboratory Systems and Technical Furniture
Primary SIN: 337127 – Institutional Furniture
Primary NAICS: 337127 – Institutional Furniture Manufacturing
SIC Code: 38210200 – Laboratory Furniture
SIC Code: 38210201 – Laboratory Worktables



Online 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 database system. The Internet address GSA Advantage!® is: GSAAdvantage.gov.

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

TERMS AND CONDITIONS INFORMATION FOR ORDERING ACTIVITIES

- 1a. Awarded Special Item Numbers (SIN):**
337127– Institutional Furniture consisting of Modular Laboratory Furniture Systems and Worktables
- 1b. Lowest Priced Model Number:**
EDRB – Dust Cover - \$8.16 List Price
- 1c. Hourly Rates:**
Not applicable.
- 2. Maximum Order:**
\$250,000 List Price.
*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.
- 3. Minimum Order:**
\$100
- 4. Geographic Coverage:**
Domestic, 48 contiguous United States and Washington D.C. only. Alaska, Hawaii, Puerto Rico, US Territories, and to a CONUS port or consolidation point for orders received from overseas activities will require additional packaging and are quoted on a case-by-case basis.
- 5. Point of Production:**
Zeeland, Ottawa County, Michigan, 49464, USA.
- 6. Prices:**
Symbiote Commercial Price List applies. GSA Net Prices are shown on GSA Advantage at 28% off List. Negotiated discount has been applied and the IFF has been added.
- 7. Quantity Discounts:**
\$250,000+ to \$500,000 at 31% off List, and \$500,000+ at 33% off List, with the IFF added.
- 8. Prompt Payment Terms:**
1% -10 days, Net 30 days based on Invoice date. Orders over \$50,000 Net require a down payment of 25%. Does not apply to Government Purchase/Credit Cards. . Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Purchase/Credit Cards are accepted both below and above the micro-purchase threshold. All Government Purchase Cards are subject to a 5% processing fee.
- 9. Foreign items:**
None. Symbiote excludes any items of foreign origin that are not TAA-complaint from this MAS.
- 10a. Time of Delivery:**
60-90 Days after receipt of order. The expected ship date is provided with PO acknowledgment.
- 10b. Expedited Delivery:**
Not offered.
- 10c. Overnight and 2-Day Delivery:**
Contact Contractor.
- 10d. Urgent Requirements:**
Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 11. FOB (Freight on Board) Point**
Origin. (Zeeland, MI, USA 49464). Prices exclude all freight and handling charges. Title and risk of loss or damage shall pass from Symbiote to the purchaser upon embarkation. All freight and handling charges after embarkation are the responsibility of the Customer. Prepaid freight service (dock-to-dock) is available, contact the contractor for a quote, before purchase.
- 12a. Ordering Address:**
GSA/Agencies to send completed PO c/o participating dealer or teaming partner to the following address:
SYMBIOTE, Inc.
300 N Centennial St
Zeeland, MI 49464
Phone: (616) 772-1790
E-mail: Symbiote@Symbiote.com
Purchase Orders for products may come directly from the GSA or government agency and should reference the dealer/BPA partner involved. If a PO is issued by the Dealer, a copy of the corresponding PO from the GSA/Agency must be included. To ensure payment, all POs must match exactly in SKU and pricing. Any discrepancies must be cleared up and a PO reissued before the order can be released to production or a ship date acknowledged.
- 12b. Ordering Procedures:**
For supplies and services, the ordering procedure information on Blanket Purchase Agreements (BPAs) is pursuant to Federal Acquisition Regulations (FAR) 8.405-3. All orders must be submitted in writing and is not accepted until verified as complete, including pricing information and expected availability date, and the order confirmation will be acknowledged in writing back to the Purchaser.
Mail PO to:
SYMBIOTE, Inc.
300 N Centennial St
Zeeland, MI 49464
Attn: Project Operations
or, email to: **projectoperations@symbiote.com**
- 13. Payment Address:**
Mail payments, send to:
SYMBIOTE, Inc.
Attn: Accounts Receivable
300 N Centennial St
Zeeland, MI 49464
ACH or Wire Transfer payments:
Contact Accounts Receivable for ACH details at
1-800-283-2434.

- 14. Warranty Provision:**
Contact Contractor for a copy of the complete warranty statement and additional details. Standard commercial limited warranty applies, up to 12 years on standard products, 5 years for standard product electric, height-adjustable tables, 2 years on standard product task lighting, 1 year for ESD laminates and magnification lights, and 1 year for all non-standard products. Limitations and exclusions apply.
- 15. Export Packing Charges/Palletization:**
None. Prices exclude export packaging. This service is available upon request and will be quoted separately.
- 16. Rental, Maintenance, and Repair:**
Not applicable.
- 17. Installation:**
Not applicable. Prices exclude installation services. All installation services are negotiated and contracted separately between the ordering agency and Dealer. Installation services can be quoted and invoiced as needed by the Dealer and will require a separate PO to the Dealer. Contractor is not responsible for collecting and forwarding Installation charges to the Dealer.
- 18a. Repair Parts:**
Not applicable.
- 18b. Other Services:**
Prices exclude design services. All design services are negotiated and contracted separately between the ordering agency and contractor, or authorized dealer. Design services can be quoted and invoiced as needed by the Dealer and will require a separate PO to the Dealer. Contractor is not responsible for collecting and forwarding Design charges to the Dealer.
- 19. Service and Distribution Points:**
Not applicable.
- 20. List of Participating Dealers:**
Not applicable. Contact the Contractor for nearest Dealer information.
- 21. Preventive Maintenance:**
Not applicable.
- 22a. Environmental Attributes:**
MAS Certified Green® Certificate of Compliance for Low-Emitting Materials, MAS2200377, is applicable for most products on contract.
- 22b. Section 508 EIT Compliance:**
Not applicable.
- 23. Unique Entity Identifier (UEI):**
YB13B5QCR6T5
- 24. Notification regarding Registration in System for Award Management (SAM) Database:** Contractor has an Active Registration in the SAM database.

OTHER NOTES

- 25. Open Market:**
Contact the Contractor for additional information regarding other products, modified special products, custom products and/or other services not on contract.
- 26. Freight Claims:**
Title and risk of loss or damage shall pass from Symbiote to purchaser upon embarkation from FOB point. All freight and handling charges after embarkation are the responsibility of the Government purchasing facility.
- 26. Order Cancellation and Changes:**
All order cancellations and changes must be in writing and are managed by Symbiote Project Operations – Email: projectoperations@symbiote.com. Orders entered and acknowledged cannot be changed or modified without Symbiote’s written consent. Any subsequent change is subject to incurred costs and the ability to secure materials and labor. Symbiote reserves the right to increase the acknowledged price if such a change warrants any extra charge.
Before production starts, no cancellation charges will apply. After production starts, there is a 15% fee applied for the materials and products to be repurposed or modified for sale elsewhere. Orders of special or custom products, once production has been started, cannot be changed, or canceled without incurring up to 100% of the acknowledged price.
- 27. Restock of Merchandise:**
Our products are made-to-order, and therefore we generally do not accept returns. Requests for returns shall be considered on a case-by-case basis. Returns will not be accepted without prior written authorization. No Special or Custom product returns are allowed. Before returning any items, Agencies must notify the contractor, or authorized dealer, or contact Symbiote Project Operations directly and in writing via email at projectoperations@symbiote.com for RMA (Return Merchandise Authorization) along with shipping and labeling instructions. The returning agency is responsible for all packing and return freight charges. A restocking charge of 15% of the Net price is applicable for any product returned within 90 days, for other-than-warranty reasons, and requires that the product be in like-new-and-undamaged condition. No merchandise returns are allowed beyond 90 days. Damaged materials and build-to-order special or custom items cannot be returned under any conditions.