



## TERMS & CONDITIONS

### FEDERAL SUPPLY SERVICE

Authorized federal supply schedule price list (catalog). PSC group 71 part 1, office furniture. PSC class (ES) 7110.

### ON-LINE ACCESS

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 for GSA Advantage is [www.gsaadvantage.gov](http://www.gsaadvantage.gov).

**Manufacturer:** Spec Furniture Inc.

**Contract Number:** GS-27F-011CA

**Contract Period:** March 31, 2020 – March 30, 2025

#### Contractor:

Spec Furniture Inc.  
165 City View Drive  
Toronto, Ontario,  
Canada M9W 5B1  
Toll Free: 1.888.761.7732  
Tel: 416.246.5550  
Fax: 416.246.5549  
[specit@specfurniture.com](mailto:specit@specfurniture.com)

**Tax ID Number:** 98-0171352

**Business Size:** Other Than Small

### INFORMATION FOR ORDERING ACTIVITIES

#### 1. Awarded Items

MAS SIN 339113H  
MAS SIN 33721  
OLM Order Level Materials (SIN 71 500)

#### 2. Maximum Order

MAS SIN 339113H	\$500,000 Net
MAS SIN 33721	\$500,000 Net
OLM Order Level Materials	n/a

#### 3. Minimum Order: \$100.00

#### 4. Geographic Coverage: 48 contiguous states

#### 5. Point of Production: Toronto, Ontario, Canada

#### 6. Discount from List Prices: Discount 57.7% from current online pricing.

#### 7. Quantity Discount: N/A

#### 8. Prompt Payment Terms: 1/2% 20 days

#### 9a. Government Purchase Cards: Accepted up to the micropurchase threshold.

#### 9b. Government Purchase Cards: Accepted above the micropurchase threshold.

#### 10. Foreign Items: All items manufactured in Canada

#### 11a. Time of Delivery: 30 – 90 days after receipt of an acceptable purchase order clear of clarification.

#### 11b. Expedited Delivery: Contact the factory for delivery requirements other than those specified above.

#### 11c. Overnight and 2-day Delivery: Freight charges for expedited shipments are available as an upcharge, call Spec for pricing.

#### 11d. Urgent Requirements: Contact Spec to inquire about a faster delivery time.

#### 12. FOB Point: Buffalo, New York

#### 13. Ordering Address

Spec Furniture Inc.  
165 City View Drive  
Toronto, Ontario,  
Canada M9W 5B1  
Toll Free: 1.888.761.7732  
Fax: 416.246.5549  
[orders@specfurniture.com](mailto:orders@specfurniture.com)

#### 14. Payment Address: Same as above

**15. Warranty:** We are pleased to provide the initial purchaser with a Lifetime Structural Warranty against defects in design, construction and materials. Finishes and cover materials are warranted for two years subject to normal wear and tear. Electrical and mechanical parts are warranted for two years. Our warranty will not apply where there is evidence of alteration, misuse, negligence or abuse. No warranty shall apply to COM fabrics. During the warranty period, we will repair, or at our option, replace any product where we are satisfied the product is defective. Decisions on warranty rest solely with Spec. All freight charges for items being returned for service must be prepaid by the customer. If a claim is accepted, we will gladly refund the charges incurred.

**16. Export Packing Charges:** Contact Spec Customer Service for special packaging requirements and quotation.

**17. Terms and Conditions of Government Purchase Card Acceptance:** Accepted. No additional discounts offered.

**18. Terms and Conditions of Rental, Maintenance and Repair:** Call Contractor

**19. Terms and Conditions of Installation:** Call Spec Dealer

**20. Terms and Conditions of Repair Parts:** Call Factory

**21. Service and Distribution Points:** Call Factory

**22. List of Participating Dealers:** Call Factory

**23. Preventive Maintenance:** Please refer to our Cleaning & Maintenance section.

**24. Environmental Attributes:** N/A

**25. Data Universal Number: (DUNS):** 24-910-4035

**26. Notification Regarding Registration in System for Award Management (SAM) Database:** Spec Furniture Inc. is registered.

**27. Cancellation Charge:** Any item may be cancelled from production up to 45 days prior to the scheduled shipment date. Subject to charges for work in progress and administration.

**28. Restocking Policy:** No restocking option is offered.



Pricing March 1, 2020  
Discount 57.7% from List prices

## TERMS & CONDITIONS

### DAMAGE & CLAIMS

All products are carefully examined before packaging for shipment. Ownership of your product passes to you upon pick-up by the carrier at our factory. Upon receipt of your order, check for any physical damage to the product (even if the carton is unmarked) that may have occurred during transit. Note any physical damage on all copies of the bill of lading and enter a freight claim with the carrier immediately. If you discover damage while unpacking, arrange for a carrier inspection immediately. Any damage, visible or concealed, must be reported to the carrier within 15 days from delivery. Our customer service department would be pleased to help you in any way during the process.

### CANCELLATIONS, RETURNS AND CHANGES

Orders are in process once acknowledged and may not be cancelled without our consent. You may be responsible for work in process and administration costs including labor and raw materials. Merchandise may be returned only with our clear written authorization. Freight costs for returns are your responsibility. Our product designs, processes, and materials are always under review ensuring the best quality and value to you. We will do our best to notify you as improvements occur.

### ORDERING PROCEDURES

Please use our model numbers and finish codes with a brief description of the product(s) being ordered. Your order will be acknowledged promptly and in writing to you (usually by fax or e-mail) once clarified. We request your assistance in checking our acknowledgement's accuracy to your order to ensure discrepancies do not occur. It is your responsibility to let us know of any discrepancies within 5 business days from the acknowledgement date.



### CUSTOM ORDERS

Custom orders are encouraged. Our constant design innovation and adaption to new ideas is fueled by our customers. If you can't find what you require, or have a unique application, simply call us.

### COM SHIPPING INSTRUCTIONS

All COM fabrics should be ordered and shipped directly to our factory at 165 City View Drive, Toronto, Ontario, Canada, M9W 5B1. For fabric originating in the United States, most suppliers are aware of the required documentation for entry into Canada. Please have your COM supplier mark on the customs documentation that BCB Canada is our customs broker. If there are any questions, please feel free to contact us. All COM fabric shipments should be shipped freight prepaid.





## CLEANING & MAINTENANCE

### SPECTONE EPOXY FINISH

Light soiling may be removed with a damp cloth or household glass cleaners. Heel marks, heavy soiling and surface marring may be removed with automotive grade polishing compounds or car wax. Do not apply abrasive cleaners, polish or lubricants to table bases or moving parts.

Damaged paint may be repaired with touch-up paint which is available from the factory. Touch-up paint is supplied in powder form to provide an exact match with the existing color. To use the powder, add a small quantity of commercially available lacquer thinner to a small quantity of the powder, stirring with a metal stirrer until the desired consistency is achieved. The paint solution may then be applied using a brush. Avoid using too thick a consistency resulting in brush marks. Allow at least one hour to dry.

### LAMINATE TABLE TOPS

Clean with mild soap and water. Do not use abrasive cleaners or wax. Avoid flooding laminate surfaces as water can seep between laminate joints, loosening the finish from the wooden substrate and damaging the substrate.

### VENEER TABLE TOPS

Clean with mild soap and water. Always wipe the surface in the direction of the wood grain and ensure there is no pooling of liquid at the seams. Do not use abrasive cleaners or wax.

### FOLDING BASES

Remove plastic caps & add 2 drops of WD-40. Move column back and forth to lubricate. Let sit for one hour. Replace plastic caps. To maintain ease of movement, repeat every 6 months.

### CHROME

Minor marks may be removed with a household cleaning solvent such as Windex. Chrome polish may be used to restore luster on chrome products.

### FABRICS

Care of fabrics varies with the type of fabric. To prevent damage, Spec recommends using only mild water based solutions. For stubborn stains, we recommend that you check the website of the fabric manufacturer or call them for specific cleaning instructions for the fabric. For healthcare applications, stronger cleaning solutions are used for infection control. These solutions must be cleaned off with clean water following their use.

### WOOD FRAMES

For light cleaning/dusting, use soft cloth or duster. For stubborn stains, use non-abrasive, water-based cleaners only.

### LLDPE - POLYETHYLENE (ROTO-MOLDED MATERIAL)

Minor marks may be cleaned with soap and water. Stains may be removed by applying isopropyl alcohol with a cotton swab.

### POLYURETHANE (DURASPEC, ARMS, ARM CAPS)

Clean with mild soap and water. Diluted cleaners and disinfectants may also be used, but wiped dry immediately after application. Do not leave to dry.

### POLYPROPYLENE

Clean with mild soap and water. Stains may be removed by applying isopropyl alcohol or hydrogen peroxide in low concentration with a cotton swab. Wipe dry immediately after application. Do not leave to dry.

### GLASS-FILLED NYLON ARMS

Clean with mild soap and water.