

## GENERAL SERVICES ADMINISTRATION

Blanket Purchase Agreement No. GS-02F-XA014 , The Office Group dba Stephens Office Supply

Pursuant to GSA Federal Supply Schedule Contract Number GS-14F-0019L, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) to include with, but not limited to, the following ordering agencies:

Department of Commerce	Department of Treasury
Department of Defense	Social Security Administration
Department of Education	International Revenue Services
Department of Homeland Security	Veterans Administration
Department of Interior	General Services Administration

Description of agreement. The Supplier agrees to furnish the supplies or services described herein, if and when ordered by the Contracting Officer or an authorized representative during the specified term of this agreement.

Description of supplies or services.

Full Catalog for Office Supplies under the GSA's Federal Supply Schedule 75 Office Solutions: Supplies & Services, SIN 75 200 Office Products.

This Agreement incorporates the terms and conditions of the GSA's RFQ, #2QSAB-10-Q-0002, all amendments, and the contractor's final quotation package in response to the RFQ #2QSAB-10-Q-0002.

Term of agreement. This agreement will become effective upon acceptance by the supplier and will remain in effect for one year base year and for three additional one year option periods after date of acceptance if all options are exercised, or at the end of the contract period, whichever is earlier.

The contracting activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \$200 Million annually.

Geographic area to be served.

This agreement shall have CONUS and OCONUS geographic coverage.

Extent of Obligation. The Government is obligated only to the extent of authorized purchases actually made under this agreement.

Pricing. Any purchases made pursuant to this agreement will be based on written quotations submitted in response to all mediums of quotation requests at the time the Government's need for the item(s) or services arises. The Supplier agrees that the prices quoted to the Government will be as low or lower than those charged to the Supplier's most favored customer for comparable quantities under similar terms and conditions, in addition to any discounts for prompt payment. Orders will be placed against this BPA will be IAW the BPA specifications.

Purchase limitation. No purchase limitations are established for this agreement.

Notice of individuals authorized to purchase under the BPA and dollar limits. Agencies' authorized procuring officials including but not limited to the above cited agencies are authorized to purchase supplies under the BPA with no limitations.

Placing orders. Orders placed against this BPA shall be IAW the ordering procedures identified in FAR Subpart 8.405, and/or the ordering agencies' specific procedures, and the BPA specifications stated in the RFQ.

Delivery tickets. All deliveries under this agreement must be accompanied by delivery tickets or sales slips which must contain the following information as a minimum:

- (1) Name of Supplier
- (2) BPA Number
- (3) Date of Purchase
- (4) Purchase Number
- (5) Name of person placing the order;
- (6) Itemized list of supplies or services furnished.
- (7) Quantity, unit price, and extension of each item, less applicable discount (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information).
- (8) Date of delivery or shipment.

Invoices.

The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

Terms and conditions. The terms and conditions included in this agreement apply to all purchases made pursuant to this agreement. In the event of an inconsistency between the provisions of this agreement and the supplier's invoice, the provisions of this agreement will take precedence.

Acknowledgment. The supplier is hereby requested to acknowledge acceptance of this agreement, including its terms, conditions, and clauses, by signing and returning a copy to:

Sincerely,

*Robert Woodside*

Robert Woodside  
CONTRACTING OFFICER

Date: 7/9/10

Accepted by:

*Mark W. [Signature]*  
\_\_\_\_\_  
(Name)

*President*  
\_\_\_\_\_  
(Title)

7/8/10  
\_\_\_\_\_  
(Date)

Taxpayer Identification No. 54-1809348

Type of business (check one)

Corporation  
Partnership  
Sole Proprietorship

Please indicate the remittance address for payment in the space provided below if different than the supplier address.

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