

## GSA Clean Order Checklist

**GSA - Eligibility Determinations** - provides an overview of the entities they have determined as eligible to use the MAS. Please take note of the different types of entities, all required processes to use GSA sources, and any limitations which may surround eligibility. **For example: a State entity may access the GSA MAS only through the Disaster Purchasing Program or the Public Health Emergency Program.**

- For questions about eligibility, please contact the Federal Contract Manager

Purchase orders must include all necessary information to process your order. Any order with missing or incomplete information will be held for clarification or written modification, as necessary. **Scheduled lead time begins on the date of receipt of a complete and accurate purchase order.**

**Contract Number GS-03F-059DA must be listed on Purchase Order**

**Contractor:**

Kimball International, Inc.  
d/b/a Kimball International Brands, Inc.  
Cage Code 4V077  
1600 Royal Street, Jasper, IN 47546

**Payment Address:**

Kimball International, Inc.  
PO Box 93096  
Chicago, IL 60673-3096

**Purchase Order must** be made out to Kimball International unless the government agency has issued a proper letter of authorization naming another entity to purchase on their behalf. For more information, Reference FAR [Part 51 - Use of Government Sources by Contractors | Acquisition.GOV](#)

**\*\* Purchase Orders may reference in c/o Authorized GSA Dealer\*\***

**Signatures** – Authorized Agency signature is required on all purchase orders. For Contractor Teaming Arrangements, approval and signatures from Kimball International and other teaming partners are required prior to purchase order acceptance.

**Product Specifications** – provide the complete model number and all options for each line item.

**\*\* Note, if any Open Market items are offered, they must be labeled as “Open Market” on the quote to the government agency. Open Market items cannot be the only models on the order to use GSA discounts.**

**FOB Terms** – Destination to 48 contiguous states, District of Columbia, or port of exit. For special requirements, reference General Information in the Commercial Price Lists.

**Design, Installation, Reconfiguration, Project Mgmt** – Show all service charges (inclusive of the Industrial Funding Fee - IFF) separately on Purchase Order, which may only be ordered in conjunction with the purchase of product. IFF of .75% should be included in all service charges. IFF cannot be a separate line item.

**Pricing** – Discounts are provided in the chart below and on GSA elibrary. If pricing is incorrect, a contract modification will be required. **\*\* Make sure you are using the correct price list date for the GSA contract. Price lists are posted on our website at <https://www.kimballinternational.com/federal-government> \*\***

**\*Note** – if payment is by government Credit Card, a Credit Card form must be completed. You may obtain this form at <https://www.kimballinternational.com/federal-government>

**Billing Address** – complete billing address must be included.

**Shipping Address** – complete shipping address and special delivery instructions are required (special ship dates, ship complete or split shipment and tags if applicable). If split ship, payment is due upon receipt of each shipment.

### Payment Terms

Product – 1.5% 15 days, Net 30 days. Services – Net 30 days.

Credit Card purchases must be processed for payment at the time of shipment and are not eligible for prompt payment discounts.

### 6-7 Discounts & Quantity Discounts

Discounts are from list price. On a single purchase order, order volume for Kimball, National and David Edward products **within the same Product Group and SIN** are aggregated to determine the total list price for that Product Group. Upon reaching the 2nd tier by list price within the same Product Group, the appropriate tiered discount by brand will be applied. Aggregating of products in separate product groups, different SINs, and/or separate purchase orders is not allowed. Discounts are negotiable above the last tier in each product group.

#### SIN 33721

Product Group	List Price by Tiers	GSA % Off Standard List		
		Kimball	National	David Edward
<b>Casegoods<sup>1</sup></b>	\$1–\$1,250,000	61.00%	60.00%	—
<b>Seating<sup>2</sup></b>	\$1–\$125,000	61.00%	60.00%	61.00%
	\$125,001–\$763,300	61.70%	60.70%	61.70%
<b>Systems</b>	\$100–\$409,836	70.50%	—	—
	\$409,837–\$1,052,631	73.00%	—	—
	\$1,052,632–\$1,851,852	74.30%	—	—
<b>Metal Files</b>	\$1–\$273,900	64.00%	—	—
	\$273,901–\$898,200	67.20%	—	—

<sup>1</sup> Combine Kimball and National casegoods for list volume.

<sup>2</sup> Combine Kimball, National, and David Edward seating for list volume.

#### SIN 339113H

Product Group	List Price by Tiers	GSA % Off Standard List	
		Interwoven	
<b>Casegoods</b>	\$1–\$1,250,000	61.00%	
<b>Seating</b>	\$1–\$125,000	61.00%	
	\$125,001–\$763,300	61.70%	

*Note: Interwoven and open market/non-contract products cannot be combined with Kimball, National, and David Edward products for volume discounts.*