



## GSA FAQs

1. What is the GSA Contract #?
  - a. GS-29F-0006K
2. What is the contract expiration date?
  - a. August 23, 2020
3. What products are offered under the GSA contract?
  - a. 2017 Systems: Matrix, Divi, MWall, AO2 and Calibrate that is located in the GSA Price List
  - b. 2017 Desking/Benching: Oxygen
  - c. 2017 Casegoods: Calibrate Series
  - d. 2018 Seating: Bolton, Devens, Element, Upton, Natick, Triad, Pierce, Stow, Trix and Grafton. No express models, except Grafton and Triad. Granite and Paxton are not on contract.
  - e. COMING SOON: Aloft
  - f. Under 71-1 solicitations that you are using AIS as the contract holder, you can sell all of AIS product lines as well as the below manufacturers GSA products.
    - i. Darran
    - ii. SitOnIt (Exemplis)
    - iii. ESI Ergonomic Solutions, L.L.C.
    - iv. Great Openings
    - v. Neutral Posture
4. What Special Item Numbers (SINs) are covered under the GSA contract?
  - a. 71-1 Packaged Office Furniture (manufacturers listed under our 71-1 contract are listed below)
    - i. Darran
    - ii. SitOnIt
    - iii. ESI
    - iv. Great Openings
    - v. Neutral Posture
  - b. 711-1 Furniture Systems and Workstation Clusters
  - c. 711-2 Worksurfaces, Workstations, Computer Furniture and Accessories
  - d. 711-3 Filing and Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks & Accessories
  - e. 711-9: Executive Conference Room Furniture, Coordinated Tables, Case Pieces and Accessories
  - f. 711-11: Tables and Accessories
  - g. 711-18: Multipurpose Seating
  - h. 711-91: Project management services at a rate of \$70 per hour
  - i. 711-94: Design Services at a rate of \$55 per hour
  - j. 711-95: Installation Service (negotiable/project)
  - k. 711-96: Leasing – Contact [gsa@ais-inc.com](mailto:gsa@ais-inc.com) for more information



5. What are the GSA Discounts and where can I find them?
  - a. Please [click here](#) for GSA discount structure
  - b. Discount structure can be found on Dealernet under Discounting Programs – State and GSA Programs – GSA Programs and Contracts – AIS GSA Discounts
  
6. What is the Dealer Commission?
  - a. The dealer commission is 10% on all orders sold at the standard GSA discounts. The commission is calculated on the net sell price and is added to the order acknowledgement.
  
7. Am I eligible for a SPIF for GSA orders?
  - a. Yes, you are eligible for a 2% SPIF for all systems and casegoods product lines for qualifying orders over \$25,000 List and 2% SPIF on qualifying orders seating orders of \$1 List or more. Please see GSA SPIF document located here: [http://files.ais-inc.com/dealernet/GSA/GSA\\_SPIF.pdf](http://files.ais-inc.com/dealernet/GSA/GSA_SPIF.pdf).
  - b. SPIF available at standard GSA discounting only.
  
8. What price lists do I use for the GSA?
  - a. Use the GSA price lists posted on Dealernet located here: <https://dealernet2.ais-inc.com/Home/GSAPriceLists>
  
9. How do I handle teaming agreements?
  - a. Teaming agreements should be executed during the bidding phase prior to submittal.
  - b. You can request the below mentioned teaming agreements via your local AIS rep, AIS GSA Business Development Manager or email to [gsa@ais-inc.com](mailto:gsa@ais-inc.com).
  - c. Scenario 1: AIS is the contract holder (AIS places all the teaming purchase orders)
    - i. Request an AIS to Manufacturer teaming agreement
    - ii. Once you receive the template, you will be responsible for filling in the blue fields with the appropriate information
    - iii. You will send the teaming agreement to the appropriate teaming manufacturer
    - iv. Once they execute it, you can send back to [gsa@ais-inc.com](mailto:gsa@ais-inc.com) for the team to fully execute the teaming agreement.
    - v. If there are terms that are not agreed upon, engage your AIS local rep and GSA Business Development Manager. AIS will work directly with the teaming manufacturer to come to an agreement
  - d. Scenario 2: Dealer is the contract holder
    - i. If you do not have a letter of supply with us, then AIS will need to team with you
    - ii. Send [gsa@ais-inc.com](mailto:gsa@ais-inc.com) your teaming agreement. We will review and execute.



- e. Scenario 3: AIS is the contract holder and the dealer has a 71-1 packaged office contract
  - i. AIS can team with the dealer via a “reverse” teaming agreement.
  - ii. This teaming agreement allows the dealer to place all of the non-AIS purchase orders
  - iii. Dealer is responsible for sending AIS an invoice that lists the dollar amount sold to the government under their packaged office contract, including any services such as installation, design, project management, etc.
  - iv. When open market items are on a quote/order, they must be appropriately identified as “open market”. Send us an invoice with the amount that you sold to the government. If you send an invoice for the amount you purchased for, we will invoice the government for that amount. It is important to give us detailed notes, so we invoice the government client correctly.
  - v. Dealer also submits all non-AIS order acknowledgements. If the manufacturer acknowledgements are not acknowledged at GSA sell prices, then include a note with the acknowledgement to explain the acknowledged dollar amount, typically done for open market items.
  
- 10. What if I need technical specifications or other information that cannot be located on Dealernet?
  - a. Engage your AIS local rep and GSA Business Development Manager.
  
- 11. How do I place a GSA order?
  - a. **IMPORTANT NOTE:** All awards made out to AIS need to be sent to [gsa@ais-inc.com](mailto:gsa@ais-inc.com) for review and execution. If you receive an award directly and AIS is the contract holder, send the award document to [gsa@ais-inc.com](mailto:gsa@ais-inc.com) so we can review and sign.
  - b. Orders can be entered electronically via Dealernet or emailed to [orderentry@ais-inc.com](mailto:orderentry@ais-inc.com)
  - c. Order Entry Requirements are listed below.
    - i. Dealer PO with contact name and phone number
    - ii. Award/PO issued by Government
    - iii. Any applicable teaming agreements
    - iv. Any applicable amendments or modifications
    - v. SIF/SP4 Bill of Materials (BOM) with all fabrics/finishes applied
    - vi. Ship To Address – should include shipping contact name and phone number
    - vii. Request Ship Date
    - viii. Any other important details pertaining to the order



12. Who can I contact if I need to discuss a project or have additional questions?
  - a. Steve West, GSA Business Development Manager-East Region, [swest@ais-inc.com](mailto:swest@ais-inc.com), 704.785.4828
  - b. Denise Spalding, GSA Business Development Manager-Central Region, [dspalding@ais-inc.com](mailto:dspalding@ais-inc.com), 469.600.3116
  - c. Mike Fleming, GSA Business Development Manager-West Region, [mffleming@ais-inc.com](mailto:mffleming@ais-inc.com), 978.875.2235
  - d. General Inquiries:
    - i. Helen Woods, Bid & Contract Specialist, [hwoods@ais-inc.com](mailto:hwoods@ais-inc.com), 978.567.5163
    - ii. GSA Email: [gsa@ais-inc.com](mailto:gsa@ais-inc.com)
  
13. What is the address?
  - a. 25 Tucker Drive, Leominster, MA 01453
  
14. What is the Tax ID #?
  - a. 04-3489948
  
15. What is the DUNS #?
  - a. 62-606-0222
  
16. What is the Cage Code
  - a. 1SN97
  
17. What is the NAICS code?
  - a. 337214 Office Furniture Manufacturing