



LELAND INTERNATIONAL
lelandinternational.com
616.975.9260 | 616.975.9280 Fax
5695 Eagle Dr SE Grand Rapids, MI 49512

LELAND INTERNATIONAL GSA SALES PROGRAM – GENERAL INFORMATION SHEET

Contract: GSA Federal Supply Schedule 71- Furniture

Contract Number: GS 27F 0021P

Contract Period: March 10, 2004 – March 9, 2024

Contractor’s Information: Leland International
5695 Eagle Drive SE
Grand Rapids, MI 49512
616.975.9260 (p)
616-975-9280 (f)

Contract Administrator: Stephanie Chandonnet
Phone: 616.885.5845
Email: contracts@lelandinternational.com

PO Submission: Fax: 616.975.9280
Email: hello@lelandinternational.com

Installation Charges: **Not Awarded on Leland GSA Contract.**
Dealer must provide installation cost to both the End User and Leland. Leland will invoice for this amount and the dealer will be reimbursed within 30 days of final payment from the End User. Leland is not responsible for installation costs incurred above what was quoted by the dealer.

RFQ’s/GSA Ebuy: Leland provides weekly review of Federal Government RFQ’s advertised through GSA’s Ebuy System as well as other. As requirements vary Leland will request your support in RFQ preparation expressed as either quotations for services or as the need for strategic Teaming Agreements are apparent.

Order Procedures: **End User Orders**
All GSA Schedule Orders must be issued by the customer to “Leland International” and are treated as End User Direct orders to be entered and invoiced by Leland International. The dealer may



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submit GSA PO along with the Dealers Fax Cover Sheet that can provide additional

Authorized Commercial 3rd Parties

Leland will accept orders from Commercial 3rd Parties such as other Manufacturers/Dealers, Builders/Developers, General Contractors, Project Management Companies, Installers, etc., that have obtained authorization from eligible GSA Schedule End Users.

Leland will provide a Standard GSA Schedule Authorization form if one is needed. Leland will not accept commercial 3rd Party orders that do not have documented Authorization to utilize GSA Schedule Pricing.

Teaming Agreements:

Leland will execute Teaming Agreements based on Customer Request with interested commercial 3rd Parties. Interested parties must provide the Project Name and Location of the project as well as the GSA Contract number and contract expiration date of any proposed Team Leader for that project.

Leland has a Standard Teaming Agreement Letter Template that should be provided to interested commercial teaming partners. Contact Stephanie Chandonnet with your requests.

Referenced Price Lists:

Contact Leland Customer Experience for pricing

GSA Discount:

Standard GSA Discount - 52.78% off list (incl of IFF)

GSA Quantity Discount:

3% Additional for Seating orders exceeding 350 Units

Point of Production:

Grand Rapids, MI 49512

Freight:

FOB Origin (Grand Rapids, MI), Prepaid and Invoiced

Delivery Terms:

30-45 Days ARO

Expedited Delivery:

No GSA Program - Contact Leland International for rush projects

Minimum Order:

\$100.00



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Credit Cards Accepted: Yes, below and above Micro Purchase threshold

Prompt Payment Terms: 1% Net 20 Days

CCR Registration: Active, Cage Code 5HQW8

Awarded SIN Groups: SIN 71-302 Training Room
SIN 71-305 Library Furniture
SIN 71-308 Cafeteria Furniture
SIN 711-11 Tables
SIN 711-16 Lounge Furniture
SIN 711-17 Multiple Seating
SIN 711-18 Multi-purpose Office/Guest Chairs
SIN 711-19 Stacking Chairs

Maximum Order Limit: SIN 71-302 \$200,000
SIN 71-305 \$100,000
SIN 71-308 \$125,000
SIN 711-11 \$500,000
SIN 711-16 \$300,000
SIN 711-17 \$200,000
SIN 711-18 \$200,000
SIN 711-19 \$200,000

Warranty: See Leland Standard Commercial Warranty