

## GSA Dealer Participation Program

ATD-AMERICAN CO. has been awarded the GSA contract for ABCO Office Furniture products. Under this contract, ATD-AMERICAN CO. is the primary contractor with the option to work with Participating Dealers. As a Participating Dealer, the following orientation and terms must be understood and complied with:

- 1) ABCO Office Furniture FSC Group 71, Part I (Contractor: ATD-AMERICAN CO.)
- 2) GSA contract # - Next Generation® and \*Medley™ CFL/CFD: GS-28F-0030N  
GSA contract # - Smart Tables® and Endure Tables®: GS-28F-0031N  
\*Medley™ CFL Computer Centers and Flip-Top Workstations are not included in contract.
- 3) Contract term: July 1, 2003 through June 30, 2008
- 4) ABCO Office Furniture products under contract:

Refer to ABCO/ATD-AMERICAN CO. GSA Catalog and/or the e-catalog available on-line at [www.atdgsa.com](http://www.atdgsa.com)

- 5) Purchase order and payment: Participating dealers may not accept purchase orders or payments under this contract. All government agency purchase orders must list ATD as the contractor and name of participating dealer as follows:

ATD-AMERICAN CO./ABCO Office Furniture  
C/O “(participating dealers name)”  
135 Greenwood Ave  
Wyncote, PA 19095

ATD-American GSA Contact – Federal Government Sales  
Phone - 215-576-1000      Fax – 215-576-1827  
e-mail – govsales@atd.com

All payments are to be made to “ATD-AMERICAN CO”. and forwarded to:

ATD-AMERICAN CO.  
PO Box 8500S-2895  
Philadelphia, PA 19178-0001

Electronic payments are viable – contact ATD to pre-arrange.

- 6) Quotations: All quotations for products and related services must be quoted by ATD to the end user. ATD will copy the participating dealer on all quotations. Requests for quotations may come from the participating dealers to ATD, however, ATD reserves the right to contact the end user directly to confirm or clarify information. For details on inside delivery and installation, please see #8.
- 7) Pricing: Pricing for products on contract is shown in the ATD/ABCO GSA catalog/price list. Please confirm pricing with ATD-AMERICAN CO. prior to quoting customers, as price modifications occur annually. Please check the contract terms and conditions specifics, these terms and conditions as well as pricing are non-negotiable.
- 8) Inside Delivery & Installations: **All quotations for inside delivery and installation must be made directly to the end user by ATD. Participating dealers may quote installation to ATD.** These quotations will be evaluated and awarded upon their merits. The dealer will be required to submit an installation registration form along with proof of insurance. If the dealer is selected to provide additional services, a purchase order will be issued by ATD.
- 9) Design Fees: Any applicable design fees must be approved by the GSA end user and discussed with ATD for proper billing. If the government agency wants to submit one purchase order for product and related services then all quotations for design fees will be addressed on a case-by-case basis where applicable.
- 10) Communication: All end user questions regarding lead-time, delivery, logistics, customer support, and finance must be handled directly by ATD.
- 11) 10% Dealer Participation Fee on Contract Items: Will be paid no later than 30 days after receipt of all invoice payments. Fees for credit card orders will be paid no later than 30 days after shipping. Furthermore, no payments will be issued until the order is free of any and all customer service issues. **All fees will be paid directly to the dealer by ABCO. Fees will not be paid for off contract items featured in catalog.**
- 12) Participating dealer installation charges: ATD will pay installation invoices 30 days after receipt of customer payment and sign off from the end user stating the project has been completed to their satisfaction. Incomplete or unacceptable installations will delay payment and may result in invoice deductions if additional services are required at ATD's expense to resolve customer installation issues.
- 13) Participating Dealers found to be in violation of any GSA contract terms of conditions will be subject to cancellation of this agreement.
- 14) To ensure dealer credit on your order, please complete and submit the GSA Contract Project Registration Form. Contact your local ABCO Sales Representative to obtain the form and instructions.

Please sign, date and return one copy of this letter confirming your agreement to abide by all contract terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Dealer Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy of signed agreement to be returned to:

James Fitzpatrick  
Sales and Marketing Program Manager  
ABCO Office Furniture

Fax – 800-992-2261  
e-mail – [jfitzpatrick@abcofurniture.com](mailto:jfitzpatrick@abcofurniture.com)  
Phone – 800-336-0070

ABCO to forward copy to ATD-American – Attn: Government Sales Manager