

# FEDERAL SUPPLY SERVICE - AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST



**Nationwide - Serving All 50 States.**

Office Space Planners, Inc.

Corporate Office

7150 SW Hampton St., Suite 101

Portland, OR 97223

877-918-1947 (p) / 877-853-1676 (f)

[www.officespaceplanners.com](http://www.officespaceplanners.com)

## **Multiple Award Schedule**

**Contract Number: GS-03F028GA**

**SINS: 541614CF, 541614OR, 33721P**

**Contract Period: January 18, 2022 through January 17, 2027**

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On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

## CORPORATE INFORMATION

**Point of Contact:**

Derek Hille, President  
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**Business Information:**

FED ID#: 93-1169875  
 SAM UEI: LBVESR1WWLN5  
 CAGE Code: 3FXC4

Orders: [gsaorders@officespaceplanners.com](mailto:gsaorders@officespaceplanners.com)

## CUSTOMER INFORMATION

<b>1.a</b>	<b>Awarded SINs</b>	541614CF - Comprehensive Furniture Management Services 541614OR - Office Relocation and Reconfiguration 33721P – Packaged Office Furniture <i>*For item descriptions and awarded prices, please reference “Labor Categories and Pricing” on page 4</i>
<b>1.b</b>	<b>Identification of the lowest priced model number</b>	N/A
<b>1.c</b>	<b>Labor Category Descriptions</b>	Please reference “Labor Category Descriptions” section
<b>2</b>	<b>Maximum Order</b>	SIN 541614CF- \$250,000 SIN 541614OR- \$500,000 SIN 33721P- \$5,000,000
<b>3</b>	<b>Minimum Order</b>	\$100.00 NET
<b>4</b>	<b>Geographic Coverage</b>	Domestic service and delivery only
<b>5</b>	<b>Point(s) of Production</b>	N/A
<b>6</b>	<b>Discounts</b>	Prices quoted in this pricelist are net

<b>7</b>	<b>Quantity Discounts</b>	N/A
<b>8</b>	<b>Prompt Payment Terms</b>	N/A
<b>9</b>	<b>Government Purchase Cards</b>	Government purchase cards are accepted at or below the micro-purchase threshold.
<b>10</b>	<b>Foreign Items</b>	N/A
<b>11.a</b>	<b>Time of Delivery</b>	30 days ARO
<b>11.b</b>	<b>Expedited Delivery</b>	1 Week ARO
<b>11.c</b>	<b>Overnight and 2-day delivery</b>	N/A
<b>11.d</b>	<b>Urgent Requirements</b>	N/A
<b>12</b>	<b>FOB Terms</b>	Origin
<b>13.a</b>	<b>Ordering Address</b>	Office Space Planners, Inc. 7000 SW Hampton Street Suite 117 Portland, OR 97223 <a href="mailto:gsaorders@officespaceplanners.com">gsaorders@officespaceplanners.com</a>
<b>13.b</b>	<b>Ordering Procedures</b>	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage
<b>14</b>	<b>Payment Address</b>	Office Space Planners, Inc. 7000 SW Hampton Street Suite 117 Portland, OR 97223
<b>15</b>	<b>Warranty Provisions</b>	None
<b>16</b>	<b>Export packing charges</b>	N/A

<b>17</b>	<b>Government purchase card acceptance</b>	Accepted on orders above and below the micro purchase threshold.
<b>18</b>	<b>Terms and conditions of rental, maintenance, and repair</b>	N/A
<b>19</b>	<b>Terms and conditions of installation</b>	N/A
<b>20</b>	<b>Terms and conditions of repair parts</b>	N/A
<b>20.a</b>	<b>Terms and conditions for any other services</b>	N/A
<b>21</b>	<b>List of service and distribution points</b>	N/A
<b>22</b>	<b>List of participating dealers</b>	N/A
<b>23</b>	<b>Preventive maintenance</b>	N/A
<b>24.a</b>	<b>Special attributes</b>	N/A
<b>24.b</b>	<b>Section 508</b>	N/A
<b>25</b>	<b>SAM Unique Entity ID</b>	LBVESR1WWLN5
<b>26</b>	<b>SAM Registration</b>	Office Space Planners, Inc. maintains an active and current registration in <a href="http://www.SAM.gov">www.SAM.gov</a>
<b>27</b>	<b>Uncompensated Overtime</b>	Not used

## SERVICES COVERED

SIN 541614CF Comprehensive Furniture Management Services	Comprehensive Furniture Management Services including but not limited to Project Management, Assets Management, and Furniture Design/Layout.
SIN 541614OR Office Relocation and Reconfiguration	Services for relocating and/or reconfiguring existing office furniture, equipment, and related supplies. Services include, but are not limited to, pre-move planning, relocation plan designing, reorganizing, and related ancillary supplies such as packing materials.
SIN 33721P Packaged Office Furniture	Includes packaged furniture solutions for customers needing to furnish an office.

## LABOR CATEGORIES AND PRICING

### 541614CF Comprehensive Furniture Management Services

<u>Labor Category</u>	<u>GSA Rate</u>
Drafting	\$71.79
Design	\$81.36
Space Planning	\$71.79
Project Director	\$81.36
Project Management	\$81.36

### 541614OR Office Relocation and Reconfiguration

<u>Labor Category</u>	<u>GSA Rate</u>
Drafting	\$71.79
Design	\$81.36
Space Planning	\$71.79
Project Director	\$81.36
Project Management	\$81.36
Furniture Installation (non-union) Business Hours	\$55.99
Furniture Installation (non-union) Non-Business Hours	\$86.14
Mover Business Hours	\$55.99
Mover Non-Business Hours	\$68.91
Truck Rate	\$43.07
Truck Driver Rate	\$55.99

**33721P Packaged Office Furniture**

<b><u>Labor Category</u></b>	<b><u>GSA Rate</u></b>
Drafting	\$71.79
Design	\$81.36
Space Planning	\$71.79
Project Director	\$81.36
Project Management	\$81.36
Furniture Installation (non-union) Business Hours	\$55.99
Furniture Installation (non-union) Non-Business Hours	\$86.14
Mover Business Hours	\$55.99
Mover Non-Business Hours	\$68.91
Truck Rate	\$43.07
Truck Driver Rate	\$55.99

<b>LABOR CATEGORY DESCRIPTIONS</b>
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**SIN 541614CF Comprehensive Furniture Management Services**

<b>Job Title:</b>	<b>Drafting</b>
Minimum/General Experience:	2 years
Functional Responsibility:	Responsible for producing accurate and timely computer aided design and drafting services for as-built building and furniture related services.
Minimum Education/Training:	AA degree in interior planning and design or 4 year BA. Two years of experience can replace one year of education
<b>Job Title:</b>	<b>Design</b>
Minimum/General Experience:	4 years
Functional Responsibility:	Responsible for providing interior finish selections and furniture specifications for the build-out/reconfiguration of the space.
Minimum Education:	BA degree in interior planning and design. Two years of experience can replace one year of education
<b>Job Title:</b>	<b>Space Planning</b>
Minimum/General Experience:	4 years
Functional Responsibility:	Responsible for providing space plan options and revisions to provide the client with a final approved space plan.

Minimum Education: 4 year degree. Two years of experience can replace one year of education

**Job Title:** **Project Director**

Minimum/General Experience: 4 Years

Functional Responsibility: Responsible for providing site work including creation of facility architectural CAD drawings, including inventorying existing equipment, filing, storage, furnishings, seating, etc. to be used in relocation/reconfiguration of facilities.

Minimum Education: 4 year degree. Two years of experience can replace one year of education

**Job Title:** **Project Management**

Minimum/General Experience: 6 years

Functional Responsibility: Responsible for project coordination for the reconfiguration and relocation of office spaces to include existing and new furnishings and equipment and the construction of office spaces.

Minimum Education: 4 year degree. Two years of experience can replace one year of education

#### **SIN 541614OR Office Relocation and Reconfiguration**

**Job Title:** **Drafting**

Minimum/General Experience: 2 years

Functional Responsibility: Responsible for producing accurate and timely computer aided design and drafting services for as-built building and furniture related services.

Minimum Education/Training: AA degree in interior planning and design or 4 year degree. Two years of experience can replace one year of education

**Job Title:** **Design**

Minimum/General Experience: 4 years

Functional Responsibility: Responsible for providing interior finish selections and furniture specifications for the build-out/reconfiguration of the space.

Minimum Education: BA degree in interior planning and design. Two years of experience can replace one year of education

**Job Title:**

Minimum/General Experience:

Functional Responsibility:

Minimum Education:

**Space Planning**

4 years

Responsible for providing space plan options and revisions to provide the client with a final approved space plan.

4 year degree. Two years of experience can replace one year of education

**Job Title:**

Minimum/General Experience:

Functional Responsibility:

Minimum Education:

**Project Director**

4 Years

Responsible for providing site work including creation of facility architectural CAD drawings, including inventorying existing equipment, filing, storage, furnishings, seating, etc. to be used in relocation/reconfiguration of facilities.

4 year degree. Two years of experience can replace one year of education

**Job Title:**

Minimum/General Experience:

Functional Responsibility:

Minimum Education:

**Project Management**

6 years

Responsible for project coordination for the reconfiguration and relocation of office spaces to include existing and new furnishings and equipment and the construction of office spaces.

4 year degree. Two years of experience can replace one year of education

**Job Title:**

Minimum/General Experience:

Functional Responsibility:

Minimum Education:

**Furniture Installer**

1 year

Responsible for furniture assembly and installation  
High School Diploma**Job Title:**

Minimum/General Experience:

Functional Responsibility:

Minimum Education:

**Mover**

1 year

Responsible for moving boxes, equipment, furniture and goods

High School Diploma

**Job Title:**

Minimum/General Experience:

Functional Responsibility:

Minimum Education:

**Truck Driver**

2 Years with Class A or B CDL License

Operate box truck to deliver furnishings to client's sites using box trucks in varying lengths (10-26 feet)

High School Diploma

## **SIN 33721P Packaged Office Furniture**

### **Job Title:**

Minimum/General Experience:

Functional Responsibility:

Minimum Education/Training:

### **Drafting**

2 years

Responsible for producing accurate and timely computer aided design and drafting services for as-built building and furniture related services.

AA degree or 4 year degree. Two years of experience can replace one year of education

### **Job Title:**

Minimum/General Experience:

Functional Responsibility:

Minimum Education:

### **Design**

4 years

Responsible for providing interior finish selections and furniture specifications for the build-out/reconfiguration of the space.

BA degree in interior planning and design. Two years of experience can replace one year of education

### **Job Title:**

Minimum/General Experience:

Functional Responsibility:

Minimum Education:

### **Space Planning**

4 years

Responsible for providing space plan options and revisions to provide the client with a final approved space plan.

4 year degree. Two years of experience can replace one year of education

### **Job Title:**

Minimum/General Experience:

Functional Responsibility:

Minimum Education:

### **Project Director**

4 Years

Responsible for providing site work including creation of facility architectural CAD drawings, including inventorying existing equipment, filing, storage, furnishings, seating, etc. to be used in relocation/reconfiguration of facilities.

4 year degree. Two years of experience can replace one year of education

<b>Job Title:</b>	<b>Project Management</b>
Minimum/General Experience:	6 years
Functional Responsibility:	Responsible for project coordination for the reconfiguration and relocation of office spaces to include existing and new furnishings and equipment and the construction of office spaces.
Minimum Education:	4 year degree. Two years of experience can replace one year of education
<b>Job Title:</b>	<b>Furniture Installer</b>
Minimum/General Experience:	1 year
Functional Responsibility:	Responsible for furniture assembly and installation
Minimum Education:	High School Diploma
<b>Job Title:</b>	<b>Mover</b>
Minimum/General Experience:	1 year
Functional Responsibility:	Responsible for moving boxes, equipment, furniture and goods
Minimum Education:	High School Diploma
<b>Job Title:</b>	<b>Truck Driver</b>
Minimum/General Experience:	2 Years with Class A or B CDL License
Functional Responsibility:	Operate box truck to deliver furnishings to client's sites using box trucks in varying lengths (10-26 feet)
Minimum Education:	High School Diploma

#### **SCA Matrix**

SCA Eligible Contract Labor Category	SCA equivalent Code - Title	WD Number
Furniture Installation	09040 Furniture Handler	2015-5563
Mover	21050 Material Handling Laborer	2015-5563
Truck Driver	31361 Truck Driver, Light	2015-5563
The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.		