

## AOS USA, Inc.

GSA MOBIS Contract # GS-10F-0369P

### Company Overview

**AOS is a Global Provider** of corporate real estate and facility management solutions headquartered in Paris with offices in ten countries: Argentina, Belgium, China, France, Great Britain, Luxembourg, The Netherlands, Spain, Switzerland, and the USA.

**Our Diverse Team** of 400 consultants, architects, interior designers, engineers, space planners, project managers, and IT specialists deliver value to our clients through integrated facility management services and best-in-class technology solutions.

**AOS Services** are tailored to the unique characteristics of the four markets we serve: corporate, education, healthcare, and government. One size does not fit all. The key success factors in these markets can be very different, and our professionals have the expertise to address industry-specific facility challenges.

#### **Our services include:**

**Consulting:** strategic planning, outsource strategies, process improvement, benchmarking, technology evaluation.

**Space Optimization:** alternative workplace concepts, workplace design, space optimization, programming, space planning.

**Project Management:** construction management, asset management, relocation management, procurement management, vendor/contractor management.

**Outsourcing:** consulting, space optimization, MAC (moves/adds/changes), project management, technology solutions.

#### **Technology Solutions:**

*Computer-Aided Facility Management (CAFM)* – evaluation and selection, business process improvement, implementation, customization, web deployment, training, maintenance, and support.

*Graphical Data Services (GDS)* – ongoing drawing and data maintenance, field verification surveys, floor plan conditioning, layering standards, BOMS & FICA area measurements/analysis.

*Application Software* – ARCHIBUS/FM, Web Overlay, MRO Software (Maximo).

### Contact and Ordering Information

Cynthia J. Payne-Glendale, GSA Manager & Business Development  
AOS USA, Inc.  
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Atlanta, GA 30328

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E-mail: [cpayne@aos-usa.com](mailto:cpayne@aos-usa.com)  
Website: <http://www.aos-usa.com>  
AOS USA, Inc. is a large business.

### **Contract Overview**

Contract Number: GS-10F-0369P  
Effective Dates: June 10, 2004 to June 9, 2009  
Special Item Numbers:  
874-1 (Consulting Services)  
874-7 (Program Integration and Project Management)  
Federal Supply Group 874, Class R499  
AOS, USA, Inc. CAGE Code: 1CBL5  
AOS USA, Inc. DUNS Number: 194824249

### **Contract Terms, Conditions and Pricing**

#### **Terms and Conditions for SINs 874-1 and 874-7**

1(a). Awarded Special Item Numbers: 874-1 and 874-7

1(b). Identification of the lowest priced labor category awarded in the contract: Project Assistant / Facility Coordinator - \$39.63 per hour.

1(c). Contractor does offer hourly rate services under this contract. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform work is provided in the pricing table at the end of this page.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$300.00

4. Geographic Scope of Contract: Domestic and Overseas

5. Point of production:  
AOS USA, Inc.  
7000 Central Parkway  
Suite 1500  
Atlanta, GA 30328

6. Discount from list prices or statement of net price: All prices reflect Government discounts that have already been applied. Contractor will accept FFP. Please see the pricing table at the end of this document for full information.

7 Quantity discounts: None Offered

8 Prompt payment terms: Net 30 days

9a. Contractor will accept Government purchase cards at or below the micropurchase threshold.

9b. Contractor will accept Government purchase cards above the micropurchase threshold.

10. Foreign items: None

11a. Time of delivery: Specified on the Task Order

11b. Expedited Delivery: Services under this price list are generally not available for expedited delivery. Government buyers may contact the Contractor for additional information.

11c. Overnight and 2-day delivery. Services under this price list are generally not available for overnight and 2-day delivery. The schedule customer may contact the Contractor for additional information.

11d. Urgent Requirements. This Contract includes the "Urgent Requirements" clause. Agencies can contact the Contractor's representative for additional information.

12. F.O.B. point: Destination

13a. Ordering Address:  
AOS USA, Inc.  
7000 Central Parkway  
Suite 1500  
Atlanta, GA 30328

13b. Ordering procedures: For supplies and services, ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

14. Payment address:  
AOS USA, Inc.  
7000 Central Parkway, Suite 1500  
Atlanta, GA 30328-4597  
ATTN: Accounts Payable

15. Warranty provision: Contractor's standard commercial warranty.

16. Export packing charges: Export packing charges are not applicable under this contract.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair: Rental,

maintenance and repair charges do not apply under this contract.

19. Terms and conditions for installation: Installation does not apply under this contract.

20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Repair parts do not apply under this contract.

20a. Terms and conditions for any other services: There are no additional services under this contract.

21. List of service and distribution points: There are no service and distribution points under this contract (services only).

22. List of participating dealers: There are no participating dealers under this contract.

23. Preventative maintenance: There is no preventive maintenance offered under this contract.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): There are no environmental attributes to any items offered under this contract.

24b. Section 508 standards do not apply to the services offered under this contract (MOBIS is not an IT services contract).

25. Data Universal Numbering System (DUNS) number: 19-4824249

26. Notification regarding registration in Central Contractor Registration (CCR) database: AOS USA, Inc. is registered in the CCR database.

### **AOS USA, Inc. Labor Categories and Rates**

**Labor Category:** Project Assistant

**Minimum Training:** Knowledge of furniture and casegoods manufacturers desired. Construction and design process exposure. Intermediate MS Word, and Excel. Desirable - MS Access, and Project.

**Certifications:** Not Required

**Education:** High School Degree and 4 years of experience in business, or Associates Degree and 2 years of experience in business related field, or Bachelors Degree.

**Experience:** Ability to work with and interpret architectural plans. Ability to maintain files in spreadsheet and database applications. Ability to integrate software applications to create relocation documents. Ability to assemble and organize materials for Requests for Proposals (RFPs).

**Hourly Rate:** \$39.63

**Labor Category:** Facility Coordinator

**Minimum Training:** Knowledge of furniture and casegoods manufacturers desired. Construction and design process exposure. Intermediate MS Word, and Excel. Desirable - MS Access, and Project.

**Certifications:** Not Required

**Education:** Bachelors Degree in Interior Design or Facilities Management and at least one year of business-related experience in business.

**Experience:** Ability to work with and interpret architectural plans. Ability to maintain files in spreadsheet and database applications. Ability to integrate software applications to create relocation documents. Ability to assemble and organize materials for Requests for Proposals (RFPs). Ability to take direction from project team and prioritize tasks from multiple team members on different projects.

**Hourly Rate:** \$53.56

**Labor Category:** Assistant Project Manager

**Minimum Training:** Strong aptitude for computer software applications. Intermediate MS Word, and Excel. Desirable - MS Access, Project, and AutoCAD.

**Certifications:** Not required.

**Education:** Bachelors Degree and 1+ year of business-related experience or 6 years experience in business related field.

**Experience:** Knowledge of furniture and casegoods manufacturers desired. Construction and design process exposure. Ability to integrate software applications to create relocation documents. Ability to organize and maintain project documentation. Ability to interpret and work with architectural plans.

**Hourly Rate:** \$53.56

**Labor Category:** Applications Engineer I

**Minimum Training:** AutoCAD, Archibus familiarity, CAFM Exposure. PC Hardware, OS, and office network environment. MS Access, Excel, Word, and PowerPoint.

**Certifications:** Not required.

**Education:** Bachelors Degree in Facilities Management, Architecture, Computer Science or related fields.

**Experience:** 1 year in architecture. 2 years AutoCAD experience a must. CAFM software or related technology helpful, database design services, exposure to construction and/or design desired. Knowledge of furniture systems and casegoods manufacturers helpful.

**Hourly Rate:** \$64.27

**Labor Category:** Space Planner

**Minimum Training:** Knowledge of furniture systems and casegoods manufacturers. Knowledge of construction and design process and terminology. Working knowledge of Intermediate MS Word, Excel, Access, and Project.

**Certifications:** Not required.

**Education:** Bachelors Degree in architecture, or interior design from an accredited school with 6+ years of corporate interior design and/or architecture experience, or an advanced degree.

**Experience:** 4+ years minimum experience in corporate interior design and/or architecture experience, or an advanced degree. 5+ years working knowledge in AutoCAD. 3+ years knowledge of furniture systems and casegoods manufacturers. Construction and design process and terminology.

**Hourly Rate:** \$64.63

**Labor Category:** Project Manager

**Minimum Training:** Intermediate MS Word, Excel, and Project. Desirable - MS Access and AutoCAD. Understanding of scheduling and project management techniques, especially design, construction, furniture, and technology issues. Outline project tasks in MS project schedule, and understanding of required timelines and project dependencies.

**Certifications:** Not required.

**Education:** Bachelors Degree with 4 years experience in a facility-related field.

**Experience:** Knowledge of furniture systems and casegoods manufacturers. Demonstrated ability to interpret and work with architectural plans. Construction and design process and terminology. Demonstrated experience in managing multiple projects. Strong leadership abilities. Some knowledge and experience in directing move activities.

**Hourly Rate:** \$74.98

**Labor Category:** Applications Engineer II

**Minimum Training:** Conceptual knowledge and experience of relational databases. Advanced knowledge of CAFM products and technology. Intermediate level training in PC hardware, OS, and office network environment. AutoCAD and/or MicroStation and 6 years minimum Archibus FM experience. Intermediate MS Access, Excel and Visio.

**Certifications:** Not required.

**Education:** Bachelors Degree in Facilities Management, Architecture, Computer Science or related fields.

**Experience:** 6+ years experience in AutoCAD. CAFM software or related technology, database design services, including extensive computer drafting and drawing experience. Construction and/or design skills. Knowledge of furniture systems and casegoods manufacturers.

**Hourly Rate:** \$85.70

**Labor Category:** Senior Project Manager

**Minimum Training:** Intermediate MS Word, Excel, and Project. Some knowledge of MS Access. AutoCAD and CAFM software desirable. Extensive knowledge of furniture systems and casegoods manufacturers, construction and design process and terminology. Must have an understanding of scheduling and project management techniques, especially design, construction, furniture, and technology issues. Outline project tasks in MS project schedule, and understanding of required timelines and project dependencies.

**Certifications:** Not required. CPM, CFM preferred.

**Education:** Bachelors Degree

**Experience:** 8 years experience, at least 5 years in a facility-related field. Strong leadership abilities. Able to interpret architectural plans and space allocation plans. Space planning, programming and design capabilities are desirable. Extensive knowledge and experience in directing move activities including estimating time and manpower in conjunction with mover supervisory staff.

**Hourly Rate:** \$95.34

**Labor Category:** Senior Space Planner

**Minimum Training:** Thorough knowledge of interior space concepts consulting, interior design programming, code and life safety compliance standards, AIA Handbook Professional Practices, contracts and liability issues. Working knowledge of Intermediate MS Word, Excel, Access, and Project.

**Certifications:** Not required. IBD or ASID preferred.

**Education:** Bachelors Degree in architecture, or interior design from an accredited school with 6+ years of corporate interior design and/or architecture experience, or an advanced degree.

**Experience:** 10+ years of corporate interior design and/or architecture experience, or an advanced degree. 5+ years working experience in AutoCAD. 6+ years knowledge of furniture systems and casegoods manufacturers. Construction and design process and terminology.

**Hourly Rate:** \$87.76

**Labor Category:** Technical Consultant

**Minimum Training:** Practical experience and conceptual knowledge of relational databases. Programming and customizations with CAFM software and web design. Experience with electronic floor plan technology, preferably AutoCAD. Intermediate to advance working knowledge of MS Office applications, including Word, Excel, Access and PowerPoint. Familiarity with Visio or similar charting software.

**Certifications:** MS Access, Dbase, Sybase and/or Oracle certification in Lotus Notes server, or MS Exchange server preferred. Any relational database management system (RDBMS), at least beginning level knowledge of SQL.

**Education:** Bachelors Degree in Computer Science, Systems Analysis Engineering, or related field

**Experience:** 16 years business related experience, including 8 years in computer systems, data analysis and database / systems engineering, and 4 years of technical support and project management. Business marketing, sales and proposal experience. CAFM technology or related technology, database design and construction processes.

**Hourly Rate:** \$117.83

**Labor Category:** Project Director

**Minimum Training:** Strong financial management and business development skills. Multiple strengths in architecture, construction, facility management, process development, technology management, furniture, and general business management are required. Must have advanced computer software skills in word processing, spreadsheet, database, and project scheduling packages.

**Certifications:** Not required. PMI, AIA are advantageous.

**Education:** Bachelors Degree preferably in Architecture, Engineering, Project Management, and/or Interior Design.

**Experience:** 12 years business-related experience, including 8 years in Facilities Management. Project management experience. Extensive knowledge of facilities and construction processes.

**Hourly Rate:** \$115.69

**Labor Category:** Principal

**Minimum Training:** Strong financial management and business development skills. Multiple strengths in architecture, construction,

facility management, process development, technology management, furniture, and general business management are required. Must have advanced computer software skills in word processing, spreadsheet, database, and project scheduling packages.

**Certifications:** Not required. PMI, AIA are advantageous.

**Education:** Advanced Degree in Facilities Management, Business or Architecture

**Experience:** 20 years total experience, including 10 years in upper level management, business analysis, and 10 years of project management experience.

**Hourly Rate:** \$144.61

### **AOS USA, Inc. Success Stories**

"On behalf of all the employees of the IRS Jacksonville toll-free call site, I would like to extend our sincere thanks for your outstanding efforts in the design of a very professional, world-class office environment. As a result of months of design meetings, discussions with our employees, modifications to the floor plans, and work orders, our call site is complete. It is truly more than we expected; it's a place we all feel we will enjoy and will certainly have a very long-term positive impact on our employee morale.

The journey in completing our call site has been long and filled with challenges and frustrations. More importantly, however, the professionalism of AOS' consultants has kept us on course and resulted in the completion of a beautiful facility. We developed a close working relationship where our needs were listened to and responded to with creativity, concern for the customer, and focus on designing a world-class call site. We gained a tremendous respect for all the many fine employees of AOS who were involved in this project. The teamwork of AOS was very evident and we were certainly the beneficiaries of this effort."

### **- Chief, Accounts Management Division III Internal Revenue Service, Jacksonville, FL**

"I would like to take this opportunity to thank you for the outstanding services you have provided our healthcare organization over the last seven (7) years.

As the person responsible for facility management and real estate services within our organization, covering over 100 owned or leased properties; I have had the need for timely, specialized, and accurate consulting support in a number of areas. What has been of particular help though, to me, is the fact that AOS has always taken the time to listen to our requirements and then develop a thoughtful plan to fulfill the needs.

Your project managers and consultants have superior skills and continually use technology to solve problems. Whether it is organizing and establishing a database for our real estate records, doing complicated surveys within our campus, managing a project, or

establishing a strategic planning tool, we can always count on Facility Resources to help us serve our clients and remain competitive in our market."

**- Vice President, Facilities Management Group  
Healthcare Organization**

"Thank you for the outstanding services you have provided our financial institution here in the Charlotte region for the past three (3) years.

As the person responsible for facility management within the Charlotte region, I have had the need for timely, specialized and accurate consulting and project management support in a number of areas. What has been of particular help is the fact that I can always count on AOS to provide personnel or support for any and every project.

Your project managers and consultants have superior skills and continually use technology to solve problems. Whether it is helping to define our facility requirements, coordinating with our business units and Information Technologies Department, or just overall coordination of our projects, we can count on AOS to develop and execute good and practical plans."

**- Facility Manager  
Financial Institution**