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

CONTRACT NO. GS-27F-0029W

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

CONTRACT PERIOD: June 1, 2010 – May 31, 2025

CONTRACTOR: MOI Inc.
1801 Porter Street
Baltimore, MD 21230
CAGE CODE: 04AD4

Phone: 443-780-2000
Fax: 410 265 5699
email: chayden@moii.com
Web Site: http://www.MOII.com

FEIN: 52-1285474
NAICS: 423210
SIC: 2521; 2522
DUNS: 10-1459402

INTERNAL CONTACTS: Order Placement – Chris Hayden 443-780-2092
Contract Administration - Chris Hayden 443-780-2092

BUSINESS SIZE: SMALL

CUSTOMER INFORMATION:
1. SPECIAL ITEM NUMBERS
   33721P Packaged Office
   541614CF Comprehensive Furniture Mgmt. Services
   541614OR Office Relocation and Reconfiguration
   OLM

2. MAXIMUM ORDER: $5,000,000 Net
3. MINIMUM ORDER: $50.00
4. GEOGRAPHIC COVERAGE: Domestic United States and Territories
5. POINTS OF PRODUCTION:
   AIS – Hudson, MA
   Global Industries – Marlton, NJ
   Gunlocke – Wayland, NY
   Hon – Muscatine, IA
   Kimball – Jasper, IN
   Knoll – E. Greenville, PA
   Magnuson Group – Woodbridge, IL
   National – Jasper, IN
   Nevers Industries, Inc. – Minneapolis, MN
   Nucraft Furniture Co. – Comstock Park, MI
   Peter Pepper Products, Inc. – Compton, CA

6. GSA DISCOUNT FROM LIST:
   AIS - 47QSMA20D08Q4
   Global Industries – GS-03F-078GA
   Gunlocke - GS-28F-0021Y
   Hon - GS-27F-0015S
   Kimball - GS-03F-059DA
   Knoll – GS-03F-078DA
   Magnuson Group – GS-28F-0004R / GS-28F-0005R
   National – GS-27F-0034X
   Nevers Industries, Inc. – GS-27F-007DA / GS-27F-008DA
   Nucraft Furniture Co. – GS-27F-022CA
   Peter Pepper Products, Inc. – GS-27F-025DA / GS-28F-0017X
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>7.</td>
<td>QUANTITY DISCOUNTS: According to above listed schedules (see #6)</td>
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<tr>
<td>8.</td>
<td>TERMS: Net 30 Days</td>
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<tr>
<td>9.</td>
<td>GOVERNMENT CREDIT CARD: Government credit cards will be accepted at or below the micro threshold amount.</td>
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<td>10.</td>
<td>FOREIGN ITEMS: None</td>
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<td>11a</td>
<td>TIME OF DELIVERY According to above listed schedules (see #6)</td>
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<td>12.</td>
<td>F.O.B. POINTS: According to above listed schedules (see #6)</td>
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<tr>
<td>13.</td>
<td>ORDERING ADDRESS: MOI Inc. 1801 Porter Street Baltimore, MD 21230</td>
</tr>
<tr>
<td>14.</td>
<td>PAYMENT ADDRESS: MOI Inc. P.O. Box 826500 Philadelphia, PA 19182</td>
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<tr>
<td>15.</td>
<td>WARRANTY: According to above listed schedules (see #6)</td>
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<tr>
<td>16.</td>
<td>EXPORT PACKAGING CHARGES Not applicable</td>
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<td>17.</td>
<td>GOVERNMENT CREDIT CARDS ACCEPTED: Government credit cards will be accepted at or below the micro threshold amount.</td>
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<td>18.</td>
<td>TERMS &amp; CONDITIONS FOR MAINTENANCE &amp; REPAIR: Contact MOI, Inc.</td>
</tr>
<tr>
<td>19.</td>
<td>INSTALLATION SERVICES: See rate chart below.</td>
</tr>
<tr>
<td>20.</td>
<td>TERMS &amp; CONDITIONS FOR MAINTENANCE &amp; REPAIR: Contact MOI, Inc.</td>
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<tr>
<td>21.</td>
<td>SERVICE &amp; DISTRIBUTION POINTS: Not applicable</td>
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<td>22.</td>
<td>LIST OF PARTICIPATING DEALERS: Not applicable</td>
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<td>23.</td>
<td>PREVENTATIVE MAINTENANCE: Not applicable</td>
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<td>24.</td>
<td>SPECIAL ATTRIBUTES: According to above listed schedules (see #6)</td>
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<td>DUNS: 10-1459402</td>
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<tr>
<td>26.</td>
<td>SAM REGISTRATION: Yes</td>
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MOI, INC  
GSA SELLING POLICY  

January 3, 2020  

FEIN – 52-1285474  

DUNS # 10-1459402  

<table>
<thead>
<tr>
<th>Classification</th>
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<tbody>
<tr>
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<td>Regular</td>
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<tr>
<td></td>
<td>O/T</td>
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<tr>
<td>Design</td>
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<td>Principal</td>
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<tr>
<td>Designer</td>
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<td>Project Manager</td>
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<td>Senior</td>
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<td>Installation</td>
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<td>Storage (Sq Ft)</td>
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<td>Storage (Pull to deliver)</td>
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<td>Storage (Pull to store)</td>
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<tr>
<td>Delivery Truck</td>
<td>$201.50</td>
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Notes:  

1. Rates reflected are as of January 3, 2020 and hourly unless otherwise stated.  
2. These rates are based on non-union/non-prevailing wage rates during normal delivery hours. Nights, off-hours, weekends, overtime hours, holiday work, and/or union/prevailing wage requirements will be charged at higher rates. A higher rate or cost may be assessed for inside delivery, travel to site, and/or special site conditions such as no elevator access, dock restrictions, street loading, and/or major metropolitan (including large population centers and urban environments) labor rate differences.  
3. Work that includes modular interior construction and all related components will be quoted separately based on the scope of the project and the building conditions. These rates will not apply.  
4. Special restrictions or limits established by local laws, ordinances or the directions of the buyer, or other circumstances at the site may result in additional charges. This would include higher rates for storage.  
5. Any additional charges shall be quoted by MOI and approved by the buyer prior to performance of the work.
6. Installation / service work will not be hindered by other trades (otherwise it may result in additional charges).

7. Electric, heat, and adequate elevator service will be furnished to MOI without charge.

8. The immediate installation area shall be finished and free of debris including the carpet / flooring before installation commences (otherwise it may result in additional charges).

9. Daily truck rate excludes fuel surcharge, which may be applicable at times based on market conditions.

10. Other trades, e.g. plumbing, to be priced separately, if required by Task Order.
PERSONNEL POSITION DESCRIPTION

Position: Principle Designer
Education: Bachelors or Arts/ Bachelors of Science in Interior Design or related field
Job Experience: 7+

Description:
• Lead and formulate design solutions
• Attend construction meetings
• Creates computer generated 3D renderings
• Analytical project thinking and planning skills
• Formal presentation of design intent
• Assist the designated client team with selecting furniture finish schemes for all spaces
• Verify directly or with project manager site dimensions, pertinent architectural and mechanical features
• Develop/ Finalize drawings and space plans supporting furniture placement and specifications
• Provide project documentation in printed and electronic formats
• Coordinate and obtain plan approval by the client agency and its subcomponents
• Incorporate CAD based drawings for building/ space shell
• Run associated bills of material from drawings, complete options and edit specifications in CAP to create final specification and transmit files to appropriately

Position: Staff Designer
Education: Bachelors or Arts/ Bachelors of Science in Interior Design or related field
Job Experience: 3-7

Description:
• Formulate design solutions
• Assist the designated client team with selecting furniture finish schemes for all spaces
• Verify directly or with project manager site dimensions, pertinent architectural and mechanical features
• Develop/ Finalize drawings and space plans supporting furniture placement and specifications
• Provide project documentation in printed and electronic formats
• Coordinate and obtain plan approval by the client agency and its subcomponents
• Incorporate CAD based drawings for building/ space shell
• Run associated bills of material from drawings, complete options and edit specifications in CAP to create final specification and transmit files to appropriately
Position:  **Senior Project Manager**

Education:  4 years degree in business/related field or equivalent experience

Job Experience:  5+ years' of experience

Position Description:

• Works closely with assigned Project Managers and their teams to help provide oversight on projects and team performance
• Provides training, guidance, and oversight to PM's on the team including participating in planning, per-installation, construction, bid presentation and project planning meetings
• Oversees project planning including project timeliness and installation schedules
• All other duties listed under Project Manager below

Position:  **Project Manager**

Education:  4 years degree in business/related field or equivalent experience

Job Experience:  2-4 years’ of experience

Position Description:

• Coordinating initial project meetings with Sales and Design to review project scope and establish Project Control Documentation
• Review and verify specifications in conjunction with Design and Sales
• Identify, manage and review changes to project scope and timelines including impact on product and installation budget and timing of installation
• Management of manufacturer lead times to achieve project time lines
• Coordination of pre-installation meetings involving sales, design and installation personnel
• Regular status reports to the client/in house personnel
• Coordination of all schedules for labor and materials with in-house personnel, subcontractors and outside agencies
• On-site management of the installation and review and closeout of punch list
• Ensure sign off by client on all design and delivery certificates
• Review returned delivery tickets, installation and service purchase orders for exceptions, damages, needed parts and incomplete work and resolve with clients and MOI team
Position: Installation Foreman

Education: High School Diploma

Job Experience: 4-6 years’ experience in Furniture Installation

Position Description:
• Manage onsite installation
• Review furniture installation drawings
• Establish installation plan and sequencing
• Oversee proper installation of product
• Assure proper conduct and professionalism of crew
• Report damages and missing product
• Inspect workmanship of installation crew
• Prepare daily report of progress

Position: Installer

Education: High School Diploma

Job Experience: 1+ year experience in Furniture Installation using hand and power tools

Position Description:
• Unload product arriving at site
• Unbox and prepare furniture for installation
• Stage product for proper installation sequence
• Install furniture per furniture drawings
• Report any deficiencies
• Inspecting items and assigning conditions
Position: Furniture Repair Technician
Education: High School Diploma
Job Experience: 5 years’ experience in Furniture Repair

Position Description:
• Assess furniture that needs repair
• Determine corrective action needed for repair
• Color matching and blending of wood repair
• Knowledge in graining

Position: Driver
Education: High School Diploma
Job Experience: 2-4 years’ experience Driving Commercial Truck

Position Description:
• Confirm correct contents for delivery
• Check truckload for security of product
• Delivery of product as confirmed on bill of lading paperwork
• Assist in off-load at final destination
• Obtain receiving sign-off and confirm condition of product at delivery