



Modular Systems Network, Inc

(SBE) Small Business Enterprise; (619) 440-3375- phone; (619) 440-3333- fax

13706 Highway 8 Business Unit B; El Cajon, CA 92021

www.msnoofficefurniture.com

Toll free- (888) 844-2640

PACKAGED OFFICE

Contract Number: GS-28F-0004T

Contract Period: December 11, 2011 through December 10, 2016

Special Item Numbers (SIN): 71-1, 711-91, 711-94,
711-95, 71-393, 71-394, and 71-395

Authorized Federal Supply Schedule Price List

FCS Group 71 Part II Section H

For Additional Information, Contact- Kevin Briscoe

kbriscoe@msnof.com

Please view our alternate contract information (GS-29F-0001S) for Comprehensive Furniture Management services offered. Our website offers more details about our company, please visit us at www.msnoofficefurniture.com . Modular Systems Network, Inc is pleased to offer our clients with a full range of services. From inception to completion, Modular Systems Network, Inc guides you every step of the way, providing insight and expertise to keep your project within budget, and on schedule.

TABLE OF CONTENTS

1- Packaged Office Furniture -----	3
1a- Table of Awarded SINS -----	3
1b- Lowest price model number (N/A) -----	3
1c. Description of hourly rates -----	3-6
2. Maximum Order -----	6
3. Minimum Order -----	6
4. Geographic Coverage -----	6
5. Points of Production -----	6
6. Discount -----	6
7. Quantity Discount -----	6
8. Prompt Payment Terms -----	6
9a. Government Credit Cards below micro-purchase threshold -----	6
9b. Government Credit Cards above micro-purchase threshold -----	6
10. Foreign Items -----	6
11a. Time of Delivery -----	6
11b. Expedited Delivery -----	6
11c. Overnight/2-day delivery -----	6
11d. Urgent Requirements -----	6
12. FOB points -----	7
13a. Ordering address -----	7
13b. Ordering Procedures -----	7
14. Payment Address -----	7
15. Warranty Provision -----	7
16. Export Packing Charges -----	7
17. Credit Card Terms -----	7
18. Rental Maintenance and repair conditions -----	7
19. Installation terms -----	7
20. Repair Parts terms and conditions -----	7
20a. Services Conditions -----	7
21. Service and Distribution Points -----	7
22. Participating Dealers -----	8
23. Preventative Maintenance -----	8
24a. Special attributes -----	8
24b. Section 508 -----	8
25. DUNS# -----	8
26. SAM registered -----	8
27. Uncompensated Overtime -----	8

Additional Information listed on pages 8-10

1- Packaged Office

In addition to wide variety of product lines, MSN is able to accommodate total turnkey projects with a single purchase order. The customer provides specific task requirements, which define the course of action by outlining the requirements and defining the desired outcome. We develop the initial design, and work with the client to determine the best use of space, to maximize efficiency. MSN provides technical resources as well as Installation Services, Space Planning, Reconfiguration, and Interior Design.

MSN ensures that all products are delivered to the job site in an acceptable and fully operational condition within the specified time frames. MSN fulfills the technical specifications, and terms and conditions of each order issued. All deliveries and installations are prioritized and coordinated with required parties. MSN prepares and maintains all records and documentation appropriate for project administration and assists in any dispute/resolution issues.

1a- Awarded SIN Numbers:

SIN # 71-1	
Product	Per manufacturer's GSA Schedule
Installation	\$49.50
Warehousing	\$1.50/SF
Site Preparation	\$1.50/SF
Ancillary Services	\$85.50
Staging	\$85.50
SIN # 711-91	
Project Management (Furniture Related)	\$85.50
SIN # 711-94	
Office Design/Layout Services	\$85.50
SIN # 711-95	
Office Furniture Installation Services	\$49.50
SIN # 71-393	
Special Use Furniture Design Services	\$85.50
SIN # 71-394	
Special Use Furniture Reconfiguration Services	\$49.50
SIN # 71-394	
Special Use Furniture Installation Services	\$49.50

1b- N/A pricing for products provided under GS-28F-0004T are as negotiated and agreed by individual manufacturers

1c- Description and training requirements for Commercial labor categories:

Installation- 71-1, Office Furniture Installation Services 711-95, Special Use Furniture Reconfiguration Services 71-394, and Special Use Furniture Installation Services 71-395

Installer:

Minimum/General Experience:

- Trained on product installation and Company policies and procedures
- Completed certified installation training.

Functional Responsibility:

- Assists in installation of products.
- Follows instruction of Installation Foreman.

Installation Foreman:

Minimum/General Experience:

- Minimum five (5) years installation experience.
- Must be a high school graduate.
- Must be factory trained.

Functional Responsibility:

- Supervises installation crews
- Assigns installation tasks.
- Trains new hires on product installation.
- Trains new hires on Company policies and procedures.

MSN provides all services required for the reorganization and consolidation of existing facilities, and/or opening new facilities. The services provided under this category may include, but are not limited to:

- Scheduling and monitoring project work.
- Coordinating with architects, engineers, telecommunications specialists, vendors, installers, and renovation trades people.
- Developing furniture reuse plans.
- Acquisition of new furniture.
- Coordinating the move and managing the post-move resolution.
- Services are provided and completed with maximum cost efficiency and minimum business disruption.
- The existing and new location information is tracked in our system. This information can be manipulated to provide reports to develop an accurate furniture inventory and tagging for moving purposes.
- Development of workstation design standards.
- Installation documents from existing space plans.
- Preparation of product evaluations and specifications and CAD generated installation drawings.

Project Management (Furniture Related) 711-91

Project Manager:

MSN's project management services provide comprehensive support for design, furniture selection, product, reconfiguration, relocation, increasing, or downsizing office spaces and similar facilities. We work

with our clients to determine space forecasting and building analysis. We provide both the space plan and 3-dimensional drawings. This includes the interior design and configuration of the office assets.

- Develop project management and implementation strategies, which identify all significant issues related to the project.
- Partner with the client and manage the interior design process to ensure it meets their requirements.
- Develop and manage the phasing of the reconfiguration project.
- Assist in preparing the budget requirements for the furnishing and equipment, acquisition, delivery, and installation.
- Manage logistics of interior renovations and furniture installation.

Minimum/General Experience:

- Minimum of one (1) year management experience.
- Minimum of one (1) year experience coordinating multiple projects.
- Minimum one (1) year experience in customer service.
- Must be a high school graduate.

Functional Responsibility:

- Develops and coordinates project timelines.
- Meets with the end user to obtain physical measurements.
- Responsible for the successful completion of all work required by task orders.

Office Design/Layout Services 711-94, and Special Use Furniture Design Services 71-393

Designer:

Furniture Design/Layout services will provide Customer Agencies with complete interior design, furniture consultation, and/or product specifications. Services may include, but are not limited to:

- Evaluate the Customer Agency's overall office space and furniture needs, existing inventory, space standards, functional office environment, workflow, and special space or electronic/data requirements.
- Formulate design solutions.
- Develop detailed plan in an electronic format (AutoCAD, Giza, PDF. etc.) based on the service provider's evaluation, proposed design solutions, and the Customer Agency's requirements. The schematic space plan shall be produced in sufficient detail to be reviewed for approval by the Customer Agency and its sub-components. Modular Systems Network, Inc will produce all drawings and other documentation of the approved plan containing detail of design intended for use by other parties such as electricians, IT/IS personnel, etc.
- When necessary, MSN manages the process of proper disposition of Federal Government furnishings when reuse is not deemed appropriate or not recommended.

Minimum/General Experience:

- Minimum two (2) years AutoCAD experience.
- Minimum five (5) years of design experience.
- Must be a high school graduate.
- Must complete AutoCAD and Giza training.

Functional Responsibility:

- Meets with the end user to obtain physical measurements.
- Develops detailed space plan per end users requirements.
- Revises plans as needed.

2. Maximum Order: The maximum order amount per single order is \$100,000.00 for services and the maximum order limit of product per the manufactures GSA contract.

3. Minimum Order: The minimum order amount per single order is \$100.00

4. Geographic Coverage: Domestic

5. Points of Production: All products offered on GSA Schedule comply with the Buy American Act. Points of production vary based on manufacturer's geographical location.

6. Discounts from List Price: N/A

7. Quantity Discount: None for services. Manufacturer's GSA contract quantity discount will apply on product.

8. Prompt Payment: Net 30

9a. Government Purchase Cards: accepted at or below the micro purchase threshold.

9b. Government Purchase Cards: accepted above micro purchase threshold.

10. Foreign Items: Canada (On GSA Schedule)

11a. Time of Delivery: Delivery time will be negotiated with each Federal Agency placing an order, and determined by each manufacturer on our contract.

11b. Expedited Delivery Times: Available for all services and can be negotiated with MSN.

11c. Overnight and 2-day Delivery: available depending on the manufacturer. Please contact Modular Systems Network, Inc headquarters for rates for overnight and 2-day delivery

11d. Urgent Requirements: When the Federal Supply Schedule Contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged (if time permits) to contact the contractor for the purpose of obtaining accelerated delivery.

12. FOB Points: Destination in the continental United States.

13a. Ordering Address:

Modular Systems Network, Inc
13706 Highway 8 Business Unit B
El Cajon, CA 92021

(888) 844-2640- toll free

(619) 440-3333- fax

kbriscoe@msnof.com

13b. Ordering Procedures: Agencies may use written orders, EDI orders, credit card orders, blanket purchase orders, individual purchase orders, or task orders to request services under this contract. Blanket Purchase Orders shall not extend beyond the end of the contract period.

14. Payment Address:

Modular Systems Network, Inc
13706 Highway 8 Business Unit B
El Cajon, CA 92021

(888) 844-2640- toll free

(619) 440-3333- fax

colleen@msnof.com

15. Warranty Provision: Per each teamed partners GSA contract.

16. Export Packing Charges: Based on per project basis

17. Credit Card Terms: MSN will accept payment through the Government purchase card for any size order.

18. Rental maintenance and repair conditions- Per Manufacturer's warranty.

19. Installation terms: \$49.50 per hour for installation projects up to \$500, Installation projects above \$500 will be negotiated on a project-by project basis.

20. Repair parts terms and conditions: Per Manufacturer's GSA Schedule.

20a. Terms and Conditions for additional services-

Warehousing \$1.50 per square foot

Site Preparation \$1.50 per square foot

Ancillary Services \$85.50 per hour

21. Service and distribution points: Service- domestic; Distribution- per manufacturer

22. List of Participating Dealers:

MANUFACTURER	PRODUCTS AVAILABLE	WEBSITE
Trendway GS-28F-0003V	Systems furniture, seating, full height wall systems, filing systems, office furniture	www.trendway.com
Jofco GS-29F-0022J	Case goods, seating, executive conference furniture	www.jofco.com
Arcadia Chair GS-28F-1042C	Seating-executive, conference, training tables	www.arcadiacontract.com
Peter Pepper Products GS-07F-0323N GS-28F-0017X GS-28F-2062D GS-07F-0300X	Occasional tables, desks, benches, partitions, magazine racks, planters, office accessories	www.peterpepper.com
Egan Visual GS-28F-0003Y GS-28F-0004Y	Markerboards, display and communication boards, lecterns	www.egan.com

23. Preventative Maintenance: N/A

24a. Special attributes: N/A

24b. Section 508: N/A

25. DUNS #- 807937446

26. System For Award Management (SAM): Modular Systems Network, Inc is registered.

27. Uncompensated Overtime: No uncompensated overtime.

Additional Information

Placing and Finalizing Orders

With the authorization of your contracting organization a service request can be emailed to Kevin Briscoe kbriscoe@msnof.com or faxed to Modular Systems Network, Inc (619-440-3333). An initial consultation meeting will be scheduled upon receipt of the request to ensure that Modular Systems Network, Inc is clear on the requirement and that it can be executed under the schedule.

Modular Systems Network, Inc will provide a technical proposal, work plan, and price proposal to satisfy the requirement. Project management plans shall be reviewed by the COTR, who has the right to accept or decline them. Modular Systems Network, Inc must satisfy all requirements of the Government for approval.

Firm, fixed price for task orders is based upon manufacturer's GSA schedule, fixed hourly rates, the negotiated level of effort for each service, deliverables, and all other terms agreed upon.

Task orders are finalized when they have a signature of the COR and the president of Modular Systems Network, Inc. Until the task order is executed by the issuing authority, no work shall be performed.

Upon review and approval of Modular Systems Network, Inc's proposal, the Government will issue, via the appropriate contracting office, a task order and Notice to Proceed.

Invoices and Payment

Upon completion of ordered services, an invoice will be promptly submitted by the contractor. Payment under blanket purchase orders will be made quarterly or monthly, except where cash payment procedures are used. Invoices will be submitted separately to each Government office ordering services under the contract.

GSA contract number GS-28F-0004T allows Modular Systems Network, Inc (MSN) to offer complete office environments on a single purchase order including, but not limited to:

- Systems Furniture- Workstations
- Seating
- Casegoods
- Conference Rooms
- Media Furniture (AV)
- Filing cabinets, and file systems (mobile/high density systems)
- Mailroom furniture
- Full height wall systems
- Computer furniture
- Training and educational furniture
- Ergonomic furniture and accessories
- Lobby and waiting room furniture
- Breakroom furniture
- Cafeteria- tables and seating
- Library furniture and shelving
- Healthcare Furniture- Hospitals, Doctors offices, etc.

MSN is responsible for delivering complete turnkey solutions for their customers. The customer provides specific task requirements, which define the course of action by outlining the requirements and defining the desired outcome.

We pride ourselves in the quality of products and services we offer under our awarded GSA contracts.

Utilizing MSN's packaged office and Comprehensive Furniture Management saves our clients time and money. The extensive compilation of MSN's satisfied clients includes:

Government:

- NASA- Dryden Flight Research Center
- NASA- Dryden Aircraft Operations Facility
- United States Navy
- United States Marine Corps

- United States Army
- DCAA- Defense Contract Audit Agency
- DCMA- Defense Contract Management Agency

Commercial:

- Scripps Health
- San Diego State University
- CBIZ
- RGRD Law
- Pirch
- PSI Online
- National Family Justice Center Alliance

MSN will fulfill the requirements of each project, outlined in person meetings with our Project Management specialists; meeting timelines, budgets, and expectations. We strive to exceed the overall expected outcome of every project.

Please contact our headquarters to receive more in depth information on products and services offered. We will schedule a meeting with our design consultants and project management team to ensure that MSN will provide the best services, and fulfill all of your furnishing needs.



Modular Systems Network, Inc

(SBE) Small Business Enterprise; (619) 440-3375- phone; (619) 440-3333- fax

13706 Highway 8 Business Unit B; El Cajon, CA 92021

www.msnoofficefurniture.com

Toll free- (888) 844-2640