Packaged Office Schedule
Federal Supply Schedule Terms and Conditions

Contract Administrator

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Socioeconomic Info:

8(a) Certified, Verified Service-Disabled Veteran-Owned, Disadvantaged Small Business

Schedule Number: GS-28F-0008T
Contract Period: 03 January 2017 – 02 January 2022
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Company Overview

Founded in 1999, ODG has grown from a small commercial office interiors firm into a Global company that can handle the needs of the federal government on a world-wide basis. We have two distinct GSA schedules, with multiple special item numbers (sins) and Blanket Purchase Agreements (BPAs) that allow us to handle virtually any requirement that the client has. Our attention to detail, while working closely with the end-user, is a testament to our dedication.

ODG is an 8(a) certified, service-disabled veteran-owned, disadvantaged small business. We are listed in the Veterans Administration directory as a verified service-disabled, veteran-owned company.

ODG has numerous certifications that allow us to supply furniture and accessories to any number of organizations. We have also remodeled or retrofitted the interiors of many commercial entities, as well as government agencies throughout the world. We have relocated thousands of people from one location to another. We have supplied temporary work areas (swing spaces) for personnel while they were in the midst of transitioning from one location to another. We have designed, configured, supplied, and installed countless interiors with everything from workstations, cubicles, private offices, filing systems, floor to ceiling movable walls, flooring, wall covering, window treatments, art, accessories, etc. In other words, there is virtually nothing within the confines of one’s working environment that we cannot handle and supply.

Our specialty is Furniture, Fixtures, and Equipment (FF&E). While utilizing our schedule to relocate, reconfigure, or to design and space plan areas for our clients, we have also procured most anything that can be imagined for the workplace or living quarters, to include, but not limited to:

- Workplace Offices
- Field Offices
- Training Centers
- State & County Offices
- IRS Offices
- Dept. of Commerce
- US Attorney Offices
- Dept. of Agriculture
- VA Hospitals, Federal and State
There are a host of other projects that can be included in this list as well. That would include everything from designing the interiors to procuring, installing, and managing the entire project from inception to completion.
Special Item Numbers (Sins)

Project Management

Comprehensive Management Services for projects requiring interior design, space planning, reconfiguration, relocation, re-sizing of interiors or offices, and the ordering and coordination of all furniture, wall covering, window treatments, accessories, and floor covering that will be required for the facility.

Our assignment is to conduct a feasibility study in order to determine precisely what is required for the project and to manage the process from inception to completion.

Our project management has become an invaluable asset to all branches of the armed services, the Veterans Administration, the Army Corps of Engineers, the Military Enlistment Processing Centers, Homeland Security, ICE, U.S. Marshals, GSA, U.S. Forest Service, Congressional offices, and a host of others.

Reconfiguration/Relocation Management

Develop a plan and provide all services for the reorganization or consolidation of an existing facility. Develop an implementation strategy for the reconfiguration or relocation of either an existing or new location. We will assist in the preparation of budgets for the labor, delivery, product, and installation as required. We will coordinate warehousing, as well as personnel schedules. We can plan for the use of swing spaces for both relocation and reconfiguration.

Furniture Design/Layout

Evaluate existing workplace and formulate solutions that will consider space planning, traffic patterns, workstation efficiency, workflow, type of interior hard goods required, while considering the budget and desires of the end-user. All of our designs are formatted on CAD, CAP, and/or other computer assisted design programs at our disposal. A detailed plan will be developed that will allow the end-user to visualize the finished product and make changes accordingly. All plans will be available for the use of all pertinent parties (electricians, project managers, metal workers, installers, etc.), in order to ensure maximum coordination.

Ancillary Services

This allows ODG to repair, alter, or install products or service items such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services.
We have available under the **Packaged Office schedule** the following SINS that encompass virtually everything within the confines of an office or conference center:

**OLM:** Order Level Material

**332999S:** Security & Protection – Protective Equipment

**337121H:** Household Dorm & Quarters Furniture

**337127INT:** International Furniture Products

**337127P:** International Packaged Furniture

**33721:** Office Furniture

**33721P:** Packaged Office Furniture

**339113H:** Healthcare Furniture

**541614CF:** Comprehensive Furniture Management Systems
## Rate Schedule

<table>
<thead>
<tr>
<th>Labor/Task</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Project Management:</td>
<td>$90.00</td>
</tr>
<tr>
<td>Project Management:</td>
<td>$70.00</td>
</tr>
<tr>
<td>Senior Designer Furniture Design/Layout:</td>
<td>$79.00</td>
</tr>
<tr>
<td>Designer Furniture Design/Layout:</td>
<td>$70.00</td>
</tr>
<tr>
<td>Installation Services:</td>
<td>$49.00</td>
</tr>
<tr>
<td><strong>(Regular Hours)</strong></td>
<td></td>
</tr>
<tr>
<td>Installation Services:</td>
<td>$71.00</td>
</tr>
<tr>
<td><strong>(Weekends/Holidays)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Special Services:** $49.00 per hour for normal business hours and $71.00 per hour for overtime for installation projects up to $500. Installation projects above $500 will be negotiated on a case-by-case basis.

**Staging:** $1.25 per square foot per day for staging projects up to $500. Jobs over $500 will be negotiated on a case-by-case basis.

**Warehousing:** $1.25 per square foot per day for warehousing projects up to $500. Jobs over $500 will be negotiated on a case-by-case basis.

**Site Preparation:** $49.00 per hour for normal business hours and $71.00 per hour for overtime

**Ancillary Services:** $49.00 per hour for normal business hours and $71.00 per hour for overtime

**Time of Delivery:** 90 days ARO

**Return Policy/Restocking Fee:** Returns are subject to the manufacturers' terms and conditions accepted under the manufacturers' Group 71, Part I contracts.
Senior Project Manager:

Summary: Responsible for working with the ODG team on projects as needed, to include specifying product, designing, and space planning. Responsible for assisting the General Manager in whatever s/he deems necessary, to include any FF&E projects. Also expected to manage all projects which are assigned to this position and/or other concurrent projects... from conception to completion by performing the following duties.

- Requires all of the qualifications enumerated for the Project Manager’s position, but with the additional responsibilities noted as follows.
- Assumes responsibility for all current projects assigned on behalf of the company.
- Provides comprehensive management support for all facets of the projects.
- Supervises the Project Manager(s) - reviews and analyzes the progress of the project(s) and addresses any concerns.
- Evaluates the company’s performance against the project parameters.
- Reviews all drawings, bids, submissions, and progress to ensure that the company meets its commitments to the end-user.
- Conduct team meetings and oversees all negotiations in order to ensure the integrity of the project.

Qualifications:

- BA degree in interior design or equivalent experience.
- At least 10 years experience in the commercial/government furniture industry.
- Comprehensive knowledge of systems furniture, case goods, custom goods, and other related furniture items.
- Thorough knowledge of space planning and commercial design to include the ability to read and understand CAD drawings, architectural plans, plumbing and electrical drawings, etc.
- Knowledge of government projects, contracts, and design concepts.
- Ability to estimate costs, project lead times, and to recommend appropriate product.
- Knowledge of and familiarity with FF&E projects.
**Project Manager:**

**Summary:** Responsible for working with the ODG team on projects as needed, to include specifying product, designing, and space planning. Responsible for assisting the General Manager in whatever s/he deems necessary, to include any FF&E projects. Also expected to manage all projects which are assigned... from conception to completion by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

- Drafts and prepares all materials for any prospect/project for which he/she is responsible.
- Attends all meetings required for the particular project for which he/she is responsible.
- Manages any and all assignments on a per project basis, to include the full implementation of project if necessary.
- Compiles data based on research techniques and on statistical compilations involving an understanding of policies and procedures.
- Provides independent, authoritative information or composes reports that establish precedents and may commit the President or the company to a policy or course of action.
-Drafts and prepares all materials for any prospect, follow-up or general call as requested.
- Work with the client to select all product, fabrics, and finishes that may be required.
- Provides independently, authoritative information or composes reports that establish precedents and may commit the president or the company to a policy or course of action.
- Arranges, participates in and/or implements, as directed, conferences and vendor meetings.
- Performs all other computer duties related to the position, to include worksheet and specifying work, as requested for all projects requiring design and space planning.
- Tracks product delivery and installation progress of each job as directed.
Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations can and will be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, CAD/electrical/plumbing/architectural drawings, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of CAD/CAP; Microsoft Word; Microsoft Excel; Microsoft Outlook; internet software; Microsoft Publisher; Microsoft PowerPoint and Intuit QuickBooks.

Education/Experience:

Associate's degree (A. A. / A. S.) or equivalent from a two-year college or technical school; Interior Design degree preferred; and five years administrative experience and/or training, three of which must include supervision; interior design background preferred or equivalent combination of education and experience.
Senior Interior Designer:

Summary: Responsible for working with the ODG team on projects as needed, to include specifying product, designing, and space planning. Moreover, this individual will be responsible for assisting both the General Manager, as well as the Project Manager(s), in whatever s/he deems necessary, to include any FF&E projects. This individual will also be expected to monitor all projects, from conception to completion, to which s/he is assigned and to work closely with the project manager(s) by performing the following duties. Other duties may be assigned as needed.

- Drafts and prepares all materials for any prospect/project for which s/he is responsible.
- Attends all meetings required for the particular project for which s/he is responsible.
- Manages any and all assignments on a per project basis, to include the full implementation of a project if necessary.
- Compiles data based on research techniques and on statistical compilations involving an understanding of policies and procedures.
- Drafts and prepares all materials for the end-user.
- Arranges, participates in and/or implements, as directed, conferences and vendor meetings.
- Performs all other computer duties related to the position, to include CAD and CAP work, as requested for all projects requiring design and space planning.
- Tracks product delivery and installation progress of each job as directed.
- Performs related duties as assigned.

Qualifications:

As with other positions, to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations can and will be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.
Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of CAD/CAP; Microsoft Word; Microsoft Excel; Microsoft Outlook; internet software; Microsoft Publisher; Microsoft PowerPoint and Intuit QuickBooks.

Education/Experience:

Associate's degree (A. A. / A. S.) or equivalent from two-year college or technical school; Interior Design degree preferred; and five years administrative experience and/or training; interior design background essential or equivalent combination of education and experience.

Specialized Training:

- Five years plus in a commercial furniture field specifying product.
- Five years hands on experience as an interior designer.

Knowledge, Skills and Other Abilities:

- Ability to coordinate scheduling
- Organization
- Project Management
**Interior Designer:**

**Summary:** Responsible for working with the ODG team on projects as needed, specifically the Senior Interior Designer(s). This individual will be responsible for specifying product, designing, and space planning on all projects assigned. This individual will also be expected to monitor all projects, from conception to completion, to which s/he is assigned and to work closely with the project manager(s) by performing the following duties. Other duties may be assigned as needed.

- Drafts and prepares all materials for any prospect/project for which s/he is responsible.
- Attends all meetings required for the particular project for which s/he is responsible.
- Manages any and all assignments on a per project basis, to include the full implementation of a project if necessary.
- Compiles data based on research techniques and on statistical compilations involving an understanding of policies and procedures.
- Drafts and prepares all materials for the end-user/project manager/or senior interior designer.
- Arranges, participates in and/or implements, as directed, conferences and vendor meetings.
- Performs all other computer duties related to the position, to include CAD and CAP work, as requested for all projects requiring design and space planning.
- Tracks product delivery and installation progress of each job as directed.
- Responsible for collating and administrative preparation duties.
- Performs related duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations can and will be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.
**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of CAD/CAP; Microsoft Word; Microsoft Excel; Microsoft Outlook; internet software; Microsoft Publisher; Microsoft PowerPoint and Intuit QuickBooks.

**Education/Experience:**

Associate's degree (A. A. / A. S.) or equivalent from two-year college or technical school; Interior Design degree preferred; and three years administrative experience and/or training; interior design background essential or equivalent combination of education and experience.

**Specialized Training:**

- Three years plus in a commercial furniture field specifying product.
- Three years hands on experience as an interior designer.

**Knowledge, Skills and Other Abilities:**

- Ability to coordinate scheduling
- Organization
Installation Services:

Summary: Responsible for working with the ODG team, specifically the Project Manager. These individuals are responsible for the installation of all product required for any given project. They are expected to be thoroughly knowledgeable in whatever product they are working with, whether that is modular, systems furniture or anything related to FF&E. Moreover, there will be one or more lead installers assigned to each project depending on the intricacy.

- Must have at least a minimum of two years experience working in the field.
- Must be trained at the factory for any and all products they will be installing, especially if a certification is required for that product.
- Must work closely with the Project Manager as well as the end-user if applicable.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability necessary to be considered for this position. To be considered for the lead installer position, however, additional requirements, as noted below, are required.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read, write, and speak English effectively.
- Journeyman trade school preferred.
- Must be a documented US citizen or possess a valid green card.
- Must have a driving record meeting or exceeding auto insurance and/or customer requirements.
- Must possess and maintain tool sets that vary by position.
- Must pass a drug screening test prior to employment and periodically thereafter.
- Must possess appropriate transportation for the various projects.
- Must demonstrate character traits, social skills, and personal appearance that complement both the crew in general and the client in particular.
To be considered for the lead installer position, one must demonstrate all of the required elements required of an installer, but must also have 4-5 years experience working with that specific product. This individual must also be certified in all systems furniture on which he will be working/supervising, must display proven leadership skills, and must be able to communicate clearly with the client and the project manager.
Terms and Conditions

1. **Office Design Group (ODG)** is a service-disabled, veteran-owned, disadvantaged, small business enterprise.
   
   a. SIN’s awarded to ODG under this schedule: OLM, 332999S, 337121H, 337127INT, 337127P, 33721, 33721P, 339113H, 541614CF

   b. All pricing is based on hourly rates for services. Product is not part of this schedule.

2. **Maximum Order:** $1,000,000 per order

3. **Minimum Order:** $100.00

4. **Geographic Area:** Domestic and Abroad (Conus & Oconus)

5. **Points of Production:** N/A (Any product dependent on specific manufacturer)

6. **Discount from list price:** Net rate as noted above in rate schedule

7. **Quantity Discounts:** N/A - All pricing is for services to include the IFF fee

8. **Prompt Payment Terms:** Net 30 Days

9. **Government Purchase Cards:** We accept government purchase cards for any SIN at or above the micro purchase level.

10. **Foreign Items:** N/A - All product complies with the Buy American Act

11. **Delivery:** We will work with the client to ensure timely delivery, though any product ordered is dependent on the manufacturer. This may vary from project to project and the product ordered.

12. **FOB Points:** Destination
13. **Ordering Address:** Office Design Group, 15375 Barranca Pkwy, Ste G-109, Irvine, CA 92618

14. **Payment Address:** Same as ordering address

15. **Warranty Provision:** All services will be warranted as per the SOW, specifications, drawings, etc. All product warranties are provided by the product manufacturer.

16. **Export Packing Charges:** N/A

17. **Terms and Conditions of Government Purchase Cards:** See number 9 above

18. **Terms and Conditions of Rental, Maintenance and Repair:** N/A

19. **Terms and Conditions of Installation:** N/A

20. **Terms and Conditions of Any Other Services:** N/A

21. **List of Service and Distribution Points:** N/A - All product controlled by manufacturers.

22. **List of Participating Dealers:** N/A

23. **Preventive Maintenance:** N/A

24. **Special Attributes/Compliance Information:** N/A

25. **Duns Number:** 13-031-0811

26. **Notification Regarding Registration in CCR:** ODG is currently registered and maintains registration in SAM.