General Services Administration
Federal Supply Services
Authorized Federal Supply Schedule

PACKAGED OFFICE
CONTRACT # GS-28F-0022V

GSA CONTRACTOR:
Creative Office Environments
11798 N. Lakeridge Parkway
Ashland, Virginia 23005

CONTRACT #: GS-28F-0022B
CAGE CODE: iTQN7
DUNS# 927314443
FEDERAL TAX ID: 54-1997478
BUSINESS SIZE: Small
Primary Contacts

Carl Hooper | Chief Sales Officer
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Brandon Shewbridge | VP of Sales
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Martha Goodman | VP of Quality Assurance
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FEDERAL SUPPLY SERVICES
Authorized Federal Supply Schedule
Minimum Scope Per Solicitation

1a. Special Item Number SIN
71-1 Packaged Offices

1b. Lowest priced model number & price for each SIN:
(Government Net Price based on a unit of one) Refer to approved suppliers’ GSA Contract

1c. Hourly rate & description of services
See below page 5

2. Maximum Order Level
$500,000.00

3. Minimum Order Level
$100.00

4. Geographic Coverage
In accordance with manufacturers’ terms and conditions on respective GSA Schedules

5. Point of Production
In accordance with manufacturers’ terms and conditions on respective GSA Schedules

6. Pricing
Discount from List Prices according to Manufacturer on Schedule

7. Quantity Discounts
In accordance with manufacturers’ terms and conditions on respective GSA Schedules

8. Prompt Payment Terms
In accordance with manufacturers’ terms and conditions on respective GSA Schedules

9a. Government Commercial Credit Card
Accepted in accordance with manufacturer’s terms and conditions on respective GSA Schedules at or below micro-purchased threshold.

9b. Government Commercial Credit Card Discount
Applicable

10. Foreign Items
According to manufacturers on schedule.

11a. Time of Delivery
In accordance with manufacturers’ terms and conditions on respective GSA Schedules

11b. Expedited Delivery
In accordance with manufacturers’ terms and conditions on respective GSA Schedules

11d. Urgent Requirements
In accordance with manufacturers’ terms and conditions on respective GSA Schedules

12. FOB Points

As defined by the following points:

JSF Furniture dba Izzy+
GS-28F-027AA

Leland International
GS-27F-0021P

Symmetry
GS-28F-0011X

Humanscale
GS-29F-0011N

David Edward
GS-28F-2125D

D3 dba 9-to-5
GS-28F-0013X

Tayco
GS-27F-0004Y

Symphony
GS-28F-0025V

Global
GS-28F-0025V

Maxon
GS-28F-0025V

AIS
GS-28F-0025V

13. Ordering Address
11798 N. Lakeridge Parkway
Ashland, Virginia 23005

14. Payment Address
Creative Office Environments
11798 N. Lakeridge Parkway
Ashland, Virginia 23005

15. Warranty Provisions
According to the manufacturers on schedule

16. Export Packaging Charges
According to the manufacturers on schedule

17. Government Credit Card Acceptance Terms & Conditions
Accepted

18. Terms & Conditions of Rental, Maintenance, & Repair
According to the manufacturers on schedule
19. Terms & Conditions of Installation  
According to the manufacturers on schedule

20. Repair Parts Terms & Conditions  
According to the manufacturers on schedule

20a. Terms & Conditions for any other services  
According to the manufacturers on schedule

21. List of Service and Distribution Points  
Not Applicable

22. List of Participating Dealers  
Not Applicable

23. Preventative Maintenance  
Not Applicable

24a. Special Attributes  
According to the manufacturers on schedule

24b. Section 508  
According to the manufacturers on schedule

25. Data Universal Numbers System (DUNS)  
92-731-4443

26. Notification Regarding Registration in the SAM (System Award Management) Government Database

See all above rates & terms. Online 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 system:  
http://www.gsaadvantage.gov/
Hourly Rate & Description of Services
Packaged Office:
Price List: Prices Shown Here are Net

**SIN 712-1 PROJECT MANAGEMENT**
- Furniture Project Management: $73.22/hr
- Designer: $72.20/hr
- Installation Foreman: $52.56/hr
- Installation Team Leader: $52.56/hr

**SIN 712-2 ASSET MANAGEMENT**
Asset Management (Furniture and Furnishings Related) – Supply customer agencies with services designing and installing systems to manage office furniture and related inventories, includes warehouse and property disposal management.

- Relocation Project Management: $73.22/hr
- Relocation Field Supervision: $52.56/hr
- Furniture Project Management: $73.22/hr
- Installation Foreman: $52.56/hr
- Installation Team Leader: $52.56/hr
- Designer: $72.20/hr
- Designer/Admin: $72.20/hr
- Service Tech: $54.60/hr

**SIN 712-3 RECONFIGURATION, RELOCATION & INSTALLATION MANAGEMENT (FURNITURE & FURNISHINGS RELATED)**

- Relocation Project Management: $73.22/hr
- Relocation Field Supervision: $52.56/hr
- Furniture Project Management: $73.22/hr
- Installation Foreman: $52.56/hr
- Installation Team Leader: $52.56/hr
- Designer: $72.20/hr
- Designer/Admin: $72.20/hr
- Service Tech: $54.60/hr

**SIN 712-4 DESIGN/LAYOUT**
- Senior Project Designer: $72.20/hr
- Designer/Admin: $72.20/hr

**SIN 712-6 ASSET MAINTENANCE (FURNITURE & FURNISHINGS RELATED)**
- Service Tech: $54.60/hr
Asset Maintenance $52.56/hr
Project Management $73.22/hr

TERMS FOR LABOR RATES

- Hourly labor billed at minimum of one hour and to the nearest quarter (0.25) hour.
- Double-time rate applies to Sundays and holidays.
- On Saturdays, Sundays and holidays, a four-hour minimum charge per man/per job applies.
- For new product installation requiring overtime (and only when delivered and installed pricing is applicable): $35 per man/per hour will be added to the order for overtime hours.