Multiple Award Schedule

**SIN: 33721P Packaged Office**

**OLM Order Level Materials**

Contract Number: GS-28F-0037T

Contract Date: August 21-2022-August 20, 2027

Business Size: Small

Certification: Service Disabled Veteran Owned Small Business

On-line 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 database system. The INTERNET address for GSA Advantage!®, is GSA Advantage.gov.

Aegis Business Solutions, Contract information:

1. a. **Awarded Special Item Numbers:** SIN 33721P Packaged Office  
   OLM Order Level Materials

   • Aegis holds letters of supply and teaming agreements with several healthcare and furniture manufacturers and through teamwork with manufacturer's dealership network delivers complete turnkey solutions to their customers.
   
   ✤ Individual Workstations, Private Offices, Desks, Collaborative Furniture, Boundary Screens

   For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov
- Performance Work Chairs, Executive Seating, Multi-Use/Guest Chairs, Stacking Chairs, Stools, Lounge Seating, Public Seating, Bench Seating, Outdoor Seating
- Conference Tables, Sit-to-Stand Tables, Training Tables, Dining Tables, Occasional Tables, Outdoor Tables
- Vertical Files, Storage Towers, Storage Cases, Powered Storage, Bookcases, Pedestals, Lateral Files
- Guest Center, Message Center Parallel-Writing, Tack & Mirror Panels, Infection Prevention Centers, Wall Mounted, Freestanding & Mobile Cart
- Wireless Synchronized Time & Emergency Mass Notification (EMN), Digital & Analog Clocks
- Wardrobes, Coat Trees/Racks, Coat Hooks
- Shelving & Storage Systems, Presentation & Display Rails
- Mobile AV Media Support Products, Hospitality & File Carts, Easels, Multimedia Furniture
- Magazine/Newspaper/Literature Racks, File/Chart Holders
- Showcase Display Systems
- Visual Communication Collection/Centers

b. **Lowest Priced Items**: Aegis Services Installation – $49.28/Hour
   - Products as awarded with each Supply Partners Contract Terms and Conditions

c. **$HJLV %XVLQHVV 6ROXWLRQV //& Labor Categories and Hourly/Daily Rates:**

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<tr>
<th>SPECIAL ITEM #</th>
<th>LABOR CATEGORY TITLE</th>
<th>POSITION DESCRIPTION</th>
<th>QUALIFICATIONS/EDUCATION</th>
<th>HOURLY RATES</th>
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| 33721P        | Senior Designer       | - Identifies and analyzes client's overall office space and furniture requirements, space standards, the functional office environment, work flow, and special space or electrical/date requirements  
- Develops detailed plan into an electronic format, such as AutoCAD, GiZA  
- Produces schematic space plan with sufficient detail to be reviewed by client and its sub-components  
- Creates CAD drawings and other documentation, containing adequate detail of design intent for use by furniture installers and others as needed  
- Assists client in analyzing furniture requirements with ongoing space planning and furniture design projects  
- Manages the process of proper disposition of Federal Government furnishings when reuse is not deemed appropriate or not recommended | - College Graduate  
- 5 Years Experience  
- Completed AutoCAD and/or Giza Training  
- LEED Accredited Professional | $ 77.58 |
| 33721P        | Project Manager       | - Determines appropriate products or services with clients or customers to define project scope, requirements, and deliverables  
- Develops, modifies, or provides input to project plans  
- Implements project plans to meet objectives - Coordinates and integrates project activities - Manages, leads, and administers project resources - Monitors project activities and resources to mitigate risk - Implements and maintains quality assurance processes - Makes improvements, solves problems, and takes | - College Graduate  
- 5 Years Experience | $79.48 |
- corrective action when problems arise
- Gives presentations or briefings on all aspects of the project
- Participates in phase, milestone, and final project reviews
- Identifies project documentation requirements and procedures
- Develops and implements product release plan
- Consults with assigned clients to understand their distribution networks and determines the logistics resources required to support equipment, safety, personnel and maintenance
- Negotiates with supply sources to meet technical requirements.
- Works in conjunction with various parties to handle complaints and ensure support plans are in place to maintain long-term customer relationships
- Analyzes technology and distribution network trends and implements changes in department as appropriate
- Responsible for the strategic and operational planning of Customer logistics operations
- Ensures that partners understand and accept Customer guidelines and requirements for all logistics operations, including service and repair
- Manages on-going partner relationships
- Serve as liaison with all internal and external partners for daily operational activities
- Tracks, analyzes and communicates key performance metrics
- Drives the design, development, implementation and management of logistics solutions for Customer

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<thead>
<tr>
<th>Code</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Education/Experience</th>
<th>Salary</th>
</tr>
</thead>
</table>
| 33721P   | Installation Foreman            | - Assesses job priorities and assigns installers to appropriate job sites
- Oversees installation and makes sure project runs smoothly as per logistics manager plan
- Makes sure safety precautions are followed including updating safety kits in case of any emergencies during work
- Gives clear directions to installers as to what needs to be done to avoid repetitive mistakes
- Makes sure company’s and client’s rules are followed by installation crew
- Insures jobs are completed on time and satisfactorily
- Developing furniture reuse plans
- Supervises cleaning of site, including collection of all tools and accessories
- Handles responsibility of turning in sign offs
- Holds weekly job site safety meeting                                                                                          | High School Graduate · 5 Years Experience | $ 46.54 |
| 33721P   | Trucking/Man Machine            | - Licensed truck/equipment driver
- Trained on product installation and Company polices and procedures                                                                                                                  | High School Graduate · 5 Years Experience | $ 95.55 |
| 33721P   | Entry Level Installer          |                                                                                                                                                                                                                           | High School Graduate · 1 year experience | $49.53  |

2. **Maximum Order:** $ 5,000,000.00

3. **Minimum Order:** $ 100.00
4. Geographic Coverage: CONUS 48 States and DC
5. Points of Production:
   a. Services/Labor: Olathe, KS
   b. Products as awarded with each Supply Partners Contract Terms and Conditions
6. Discounts from Commercial Price List: GSA prices listed in 1c reflect discounts from commercial prices discounted 23%. Product Discounts as awarded with each Supply Partners Contract Terms and Conditions 7. Quantity Volume Discounts: N/A

8. Prompt Payment Discount: Net 30
9. Government Purchase Cards: Accepted below and above micro threshold
10. Foreign Items: Not Applicable
11.
   a. Time of Delivery: Aegis Services Provided within 30 Days
      · Depending on Site and Furniture Availability
   b. Expedited Delivery: Contact Aegis Business Solutions, LLC
   c. Overnight and 2 Day Delivery: Contact Aegis Business Solutions, LLC
d. Urgent Requirements: Contact Aegis Business Solutions, LLC
12. F.O.B. Points: Destination
13.
   a. Ordering Address: Aegis Business Solutions, LLC
      14453 S. Shady Bend Rd.
      Olathe, KS 66061
      Randy Crawford, rcrawford@sdvob.us
      913-307-9922 xt 3 Office
      913-307-9079 Office Fax
   b. Ordering Procedures: Federal Acquisition Regulation (FAR) 8.405-3 provides the ordering procedures for Blanket Purchase Agreements (BPAs). Ordering procedures for products or services requiring a Statement of Work (SOW) can be found in FAR 8.405-1. Products or services that do not require an SOW will have their ordering procedures explained in FAR 8.405-2. Additional information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA homepage (www.gsa.gov).
14. Payment Address: Check: Aegis Business Solutions, LLC
    14453 S. Shady Bend Rd.
    Olathe, KS 66061
15. **Warranty Provision**: Aegis Business Solutions, LLC Standard Commercial Warranty for Services. Product Warranty as awarded with each Supply Partners Contract Terms and Conditions

16. **Export Packaging**: Not Applicable

17. **Terms & Conditions of Government Purchase Card Acceptance**: Government Purchase Card is accepted for all purchases by Aegis. No additional discounts apply with this payment method.

18. **Terms & Conditions of Rental, Maintenance, and Repair**: Not Applicable

19. **Terms & Conditions of Installation**: Contact Aegis Business Solutions, LLC

20. **Terms & Conditions for Any Other Services**: Not Applicable

21. **List of Service and Distribution Points**: Not Applicable

22. **List of Participating Dealers**: Not Applicable

23. **Preventive Maintenance**: Not Applicable

24. 
   a. **Special/Environmental Attributes**: Not Applicable for Aegis Business Solutions, LLC, Product Compliance as awarded with each Supply Partners Contract Terms and Conditions
   
   b. **Section 508 Compliance**: Not Applicable for Aegis Business Solutions, LLC, Product Compliance as awarded with Supply Partners Contract Terms and Conditions

25. **Date Universal Numbering System (DUNS) Number**: 62-1491534

26. **Registration in SAM (formerly CCR)**: Active