

GENERAL SERVICES ADMINISTRATION INFORMATION

Contract Name	Comprehensive Furniture Management Services
FSC Group	Group 71, Part II – Section K
FSC Classes	SIN 712-1, Project Management SIN 712-2, Assets Management SIN 712-3, Relocation Management SIN 712-4, Furniture Design/Layout SIN 712-6, Assets Maintenance SIN 712-97, Ancillary Repair
Contract Number	GS-29F-0002W
Expiration Date	October 22, 2009 – October 21, 2014
Contractor Name	EvensonBest LLC 641 Avenue of the Americas New York, NY 10011 Tel: (212) 549-8000 Fax: (212) 549-8212
Business Size	Small
CAGE Code	1ZAK3
DUNS #	96-480-9719
Tax Identification #	13-3917122
Cancellation Policy	Prior to commencement of work no cancellations charge will apply. After work has commenced, the government will pay only actual costs incurred for the portion of work performed. The work performed will be billed on the hours/hourly rates those particular services are performed or rendered.
Price Reduction Clause	In accordance with Clause 552.238-76, Price Reduction, the category of customer upon which this award is predicated is EvensonBest's Commercial End Users who receive no discount from EvensonBest pricelist dated April 2009. The government receives a discount of 5.5% & 1.25%*.
Confidentiality Statement	This is confidential information and subject to FAR Subpart 5.4, Release of Information, and therefore is not to be publicized or discussed with other potential contractors.

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CUSTOMER INFORMATION

Ia. Awarded Special Item Numbers [SINs] See table below

Description	Awarded Price
SIN 712-1 Project Management	
Comprehensive support for the design, reconfiguration, relocation and increasing/downsizing of office space and similar facilities. Furniture, office equipment and furnishings included.	See Page 1 of Document 8 – Discount GSA Rates
SIN 712-2 Asset Management	
Supply customer agencies with services designing and installing systems to manage office furniture and related inventories, includes warehouse and property disposal management.	See Page 1 of Document 8 – Discount GSA Rates
SIN 712-3 Reconfiguration/Relocation Management	
Services for reorganizing, consolidating, warehousing and/or opening new facilities. Furniture, office equipment and furnishings included.	See Page 1 of Document 8 – Discount GSA Rates
SIN 712-4 Furniture Design/Layout	
Services for inclusive furniture consultations, interior design and product specifications. Furniture, office equipment and furnishings included.	See Page 1 of Document 8 – Discount GSA Rates
SIN 712-6 Assets Maintenance	
Services for restoring, repairing, renovating, reupholstering and cleaning of office furnishings and equipment.	See Page 2 of Document 8 – Discount GSA Rates
SIN 712-97 Ancillary Repair and Alterations	
Repair and Alterations ancillary to existing SINs under this Schedule. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alternation, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services. This SIN EXCLUDES: (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architect-Engineering Services subject to Public Law 92-582 (Brooks Act).	See Page 3 of Document 8 – Discount GSA Rates
SIN 712-99 Introduction of New Services/Products	
This SIN encompasses Services within the scope of the Comprehensive Furniture Management Services Federal Supply Schedule, and not currently available under any other SIN or Federal Supply Schedule, that may provide a more economical or efficient means for Federal government ordering activities to accomplish their mission. The new Service may significantly improve an existing Service. It may be a furniture management service existing in the commercial market, but not yet introduced to the Federal government.	Not Applicable

Ib. Lowest Price Model # Not applicable

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Ic. Hourly Rate Positions & Requirements See table below

Position Description	Education	Experience
Senior Project Manager <ul style="list-style-type: none"> ▪Execute and develop project management plan of action and implement overall strategies ▪Oversee project team ▪Maintain active contact with clients/end users on all activities ▪Identify and resolve issues with project ▪Manage and develop furnishing and space planning requirement ▪Prepare and maintain budgets related to design, acquisition, delivery, installation of furnishing and equipment 	Bachelor's Degree or Equivalent	Minimum 5-8 years' experience in furniture dealership / industry or equivalent experience in project or account mgmt role
Project Manager <ul style="list-style-type: none"> ▪Prepare technical specification ▪Identify client/end user requirement, formulate design solutions ▪Pre-plan and coordinate project logistics ▪Manage design process ▪Prepare and maintain schedule related to design, acquisition, delivery, installation and reconfiguration/relocation of furnishing, equipment ▪Attend weekly project meetings 	Bachelor's Degree or Equivalent	Minimum 3-5 years' experience in furniture dealership / industry or equivalent experience in project mgmt
Project Administrator <ul style="list-style-type: none"> ▪Develop and prepare proposals ▪Issue purchase orders to all vendors ▪Maintain project files, folders and binders ▪Provide acknowledgements to clients ▪Follow up and check factory acknowledgements ▪Coordinate delivery and installation ▪Liaison with service providers, vendors and manufacturers ▪Issue and follow up on invoicing and billing of projects 	Associate's Degree or Equivalent	Minimum 1-2 years' experience in furniture dealership / industry or equivalent experience in administrative support or customer service
CAD Specifier <ul style="list-style-type: none"> ▪Preparation and production of computer-generated floor plans and technical specification ▪Create space plan per Project Team's directions ▪Translate design intent based on directions provided by project team ▪Work with project team to formulate best furnishing solutions for projects 	Bachelor's Degree or Equivalent in Technical Training	Minimum 2-4 years' experience in the design furniture dealership / industry or equivalent as CAD operator
Field Manager <ul style="list-style-type: none"> ▪Job site verification and pre-planning to include field dimensioning etc. ▪Delivery and installation supervision to ensure adherence to scope of work ▪Uphold installation standards ▪Tag job site for furniture placement ▪Building trade coordination to include other subs, vendors, and trades persons. ▪Survey of existing site condition ▪Inventory of existing furnishing for reuse 	Associate's Degree or Equivalent	Minimum 3-5 years' experience in furniture dealership / construction industry or equivalent experience in project supervision
IT Implement software & programs for management of clients facilities	Bachelor's Degree or Equivalent in Technical Training	Minimum 3-5 years' experience in software development



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2. Maximum Order	\$125,000.00 Net						
3. Minimum Order	\$250.00 Net						
4. Geographic Coverage	Contiguous 48 States plus the District of Columbia						
5. Points of Production	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Headquarters:</td> <td style="width: 33%;">Regional Offices:</td> <td></td> </tr> <tr> <td>641 Avenue of the Americas New York, NY 10011</td> <td>400 Connell Drive Berkeley Heights NJ 07922</td> <td>1915 Eye Street NW Washington DC 20006</td> </tr> </table>	Headquarters:	Regional Offices:		641 Avenue of the Americas New York, NY 10011	400 Connell Drive Berkeley Heights NJ 07922	1915 Eye Street NW Washington DC 20006
Headquarters:	Regional Offices:						
641 Avenue of the Americas New York, NY 10011	400 Connell Drive Berkeley Heights NJ 07922	1915 Eye Street NW Washington DC 20006					
6. Discount Structure	5.5% from pricelist 1.25% from brochure SIN 712-1 Project Management → 5.50% SIN 712-2 Assets Management → 5.50% SIN 712-3 Relocation Management → 1.25% SIN 712-4 Furniture Design/Layout → 5.50% SIN 712-6 Assets Maintenance → 1.25% SIN 712-97 Ancillary Repair → 5.50% & 1.25%						
7. Quantity Discounts	Not applicable						
8. Prompt Payment Terms	Net 30 days						
9a. Credit Cards Accepted below Micro-Purchase Threshold	Accepted						
9b. Credit Cards Accepted above Micro-Purchase Threshold	None						
10. Foreign Items	Not applicable						
11a. Time of Delivery	30 days ARO						
11b. Expedited Delivery	1 week ARO depending on availability of labor personnel						
11c. Overnight & 2-Day Delivery	Depending on availability of labor personnel						
11d. Urgent Requirements	To be determined						
12. F.O.B. Points	Origin						
13a. Ordering Address	641 Avenue of the Americas New York, NY 10011						
13b. Ordering Procedures	As per Federal Acquisition Regulation [FAR] 8.405-3						



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14. Payment Address	641 Avenue of the Americas New York, NY 10011		
15. Warranty Provision	EvensonBest's standard warranty		
16. Export Packaging Charges	Not applicable		
17. Terms & Conditions of Government Purchase Card Acceptance	None		
18. Terms & Conditions of Rental, Maintenance & Repair	Not applicable		
19. Terms & Conditions of Installation	All installation work and materials provided by EvensonBest shall be free of defects in workmanship, performance and materials and erected as per the specification of the manufacturer.		
20. Terms & Conditions of Repair Parts	All installation work and materials provided by EvensonBest shall be free of defects in workmanship, performance and materials and erected as per the specification of the manufacturer.		
20a. Terms & Conditions for any other service	Not applicable		
21. List of Service & Distribution Points	Headquarters: 641 Avenue of the Americas New York, NY 10011	Regional Offices: 400 Connell Drive Berkeley Heights NJ 07922	1915 Eye Street NW Washington DC 20006
22. List of Participating Dealers	Not applicable		
23. Preventative Maintenance	Not applicable		
24a. Special Attributes	Not applicable		
24b. Section 508 Compliance	Not applicable		
25. DUNS Number	96-480-9719		
26. CCR Registration	EvensonBest is registered & up-to-date		

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**Document 8
DISCOUNTED GSA RATES | REVISED 1/26/2010**

SIN (\$) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	COMMERCIAL PRICE LIST (CPL) OR MARKET PRICES	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	DISCOUNT OFFERED TO GSA (off CPL or Market Prices / %)	PRICE OFFERED TO GSA (excluding IFF)
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SIN 712-1 | Project Management Rates

712-1	Senior Project Manager	\$ 150.00	hour	5.50%	\$ 142.50
712-1	Project Manager	\$ 125.00	hour	5.50%	\$ 118.75
712-1	Project Administrator	\$ 75.00	hour	5.50%	\$ 71.25
712-1	Cad Specifier	\$ 95.00	hour	5.50%	\$ 90.25
712-1	Field Services Manager	\$ 125.00	S/T hour	5.50%	\$ 118.75
712-1		\$ 190.00	O/T hour	5.50%	\$ 180.50

SIN 712-2 | Asset Management Rates

712-2	Senior Project Manager	\$ 150.00	hour	5.50%	\$ 142.50
712-2	Project Manager	\$ 125.00	hour	5.50%	\$ 118.75
712-2	Field Services Manager	\$ 125.00	S/T hour	5.50%	\$ 118.75
712-2	Field Services Manager	\$ 190.00	O/T hour	5.50%	\$ 180.50
712-2	IT	\$ 125.00	hour	5.50%	\$ 118.75

712-3 | Reconfiguration Relocation Installation Management Rates

712-3	Project Manager	\$ 125.00	hour	5.50%	\$ 118.75
712-3	Associate Project Manager	\$ 95.00	hour	5.50%	\$ 90.25
712-3	Project Administrator	\$ 75.00	hour	5.50%	\$ 71.25
712-3	Cad Specifier	\$ 95.00	hour	5.50%	\$ 90.25
712-3	Field Services Manager	\$ 125.00	S/T hour	5.50%	\$ 118.75
712-3	Field Services Manager	\$ 190.00	O/T hour	5.50%	\$ 180.50
712-3	Carpenter (Union)	\$ 110.00	S/T hour	1.25%	\$ 108.90
712-3	Carpenter (Union)	\$ 160.00	O/T hour	1.25%	\$ 158.40
712-3	Carpenter (Union)	\$ 180.00	D/T hour	1.25%	\$ 178.20
712-3	Teamster (Union)	\$ 60.00	S/T hour	1.25%	\$ 59.40
712-3	Teamster (Union)	\$ 85.00	O/T hour	1.25%	\$ 84.15
712-3	Teamster (Union)	\$ 105.00	D/T hour	1.25%	\$ 103.95
712-3	Truck + Driver (Union)	\$ 85.00	S/T hour	1.25%	\$ 84.15
712-3	Truck + Driver (Union)	\$ 120.00	O/T hour	1.25%	\$ 118.80
712-3	Truck + Driver (Union)	\$ 140.00	D/T hour	1.25%	\$ 138.60
712-3	Van	\$ 35.00	S/T hour	1.25%	\$ 34.65
712-3	Van	\$ 35.00	O/T hour	1.25%	\$ 34.65
712-3	Van	\$ 35.00	D/T hour	1.25%	\$ 34.65
712-3	Relocation / Move	\$ 60.00	S/T hour	1.25%	\$ 59.40
712-3	Relocation / Move	\$ 65.00	O/T hour	1.25%	\$ 64.35
712-3	Relocation / Move	\$ 70.00	D/T hour	1.25%	\$ 69.30

712-4 | Design Layout Rates

712-4	Senior Project Manager	\$ 150.00	hour	5.50%	\$ 142.50
712-4	Project Manager	\$ 125.00	hour	5.50%	\$ 118.75
712-4	Assoc. Proj. Mgr.	\$ 95.00	hour	5.50%	\$ 90.25
712-4	Project Administrator	\$ 75.00	hour	5.50%	\$ 71.25
712-4	Cad Specifier	\$ 95.00	hour	5.50%	\$ 90.25

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712-6 Asset Maintenance Rates					
712-6	Project Administrator	\$ 75.00	hour	5.50%	\$ 71.25
712-6	Field Services Manager	\$ 125.00	S/T hour	5.50%	\$ 118.75
712-6	Field Services Manager	\$ 190.00	O/T hour	5.50%	\$ 180.50
712-6	Carpenter (Union)	\$ 110.00	S/T hour	1.25%	\$ 108.90
712-6	Carpenter (Union)	\$ 160.00	O/T hour	1.25%	\$ 158.40
712-6	Carpenter (Union)	\$ 180.00	D/T hour	1.25%	\$ 178.20
712-6	Teamster (Union)	\$ 60.00	S/T hour	1.25%	\$ 59.40
712-6	Teamster (Union)	\$ 85.00	O/T hour	1.25%	\$ 84.15
712-6	Teamster (Union)	\$ 105.00	D/T hour	1.25%	\$ 103.95
712-6	Truck + Driver (Union)	\$ 85.00	S/T hour	1.25%	\$ 84.15
712-6	Truck + Driver (Union)	\$ 120.00	O/T hour	1.25%	\$ 118.80
712-6	Truck + Driver (Union)	\$ 140.00	D/T hour	1.25%	\$ 138.60
712-6	Van	\$ 35.00	S/T hour	1.25%	\$ 34.65
712-6	Van	\$ 35.00	O/T hour	1.25%	\$ 34.65
712-6	Van	\$ 35.00	D/T hour	1.25%	\$ 34.65
712-6	Carpenter (Non-Union)	\$ 50.00	S/T hour	1.25%	\$ 49.50
712-6	Carpenter (Non-Union)	\$ 70.00	O/T hour	1.25%	\$ 69.30
712-6	Carpenter (Non-Union)	\$ 95.00	D/T hour	1.25%	\$ 94.05
712-6	Teamster (Non-Union)	\$ 40.00	S/T hour	1.25%	\$ 39.60
712-6	Teamster (Non-Union)	\$ 60.00	O/T hour	1.25%	\$ 59.40
712-6	Teamster (Non-Union)	\$ 85.00	D/T hour	1.25%	\$ 84.15
712-6	Truck + Driver (Non-Union)	\$ 35.00	S/T hour	1.25%	\$ 34.65
712-6	Truck + Driver (Non-Union)	\$ 35.00	O/T hour	1.25%	\$ 34.65
712-6	Truck + Driver (Non-Union)	\$ 35.00	D/T hour	1.25%	\$ 34.65
712-6	Refinishing	\$ 75.00	S/T hour	1.25%	\$ 74.25
712-6	Refinishing	\$ 95.00	O/T hour	1.25%	\$ 94.05
712-6	Refinishing	\$ 110.00	D/T hour	1.25%	\$ 108.90

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712-97 Ancillary Repair / Alteration Rates					
712-97	Field Services Manager	\$ 125.00	S/T hour	5.50%	\$ 118.75
712-97	Field Services Manager	\$ 190.00	O/T hour	5.50%	\$ 180.50
712-97	Carpenter (Union)	\$ 110.00	S/T hour	1.25%	\$ 108.90
712-97	Carpenter (Union)	\$ 160.00	O/T hour	1.25%	\$ 158.40
712-97	Carpenter (Union)	\$ 180.00	D/T hour	1.25%	\$ 178.20
712-97	Teamster (Union)	\$ 60.00	S/T hour	1.25%	\$ 59.40
712-97	Teamster (Union)	\$ 85.00	O/T hour	1.25%	\$ 84.15
712-97	Teamster (Union)	\$ 105.00	D/T hour	1.25%	\$ 103.95
712-97	Truck + Driver (Union)	\$ 85.00	S/T hour	1.25%	\$ 84.15
712-97	Truck + Driver (Union)	\$ 120.00	O/T hour	1.25%	\$ 118.80
712-97	Truck + Driver (Union)	\$ 140.00	D/T hour	1.25%	\$ 138.60
712-97	Van	\$ 35.00	S/T hour	1.25%	\$ 34.65
712-97	Van	\$ 35.00	O/T hour	1.25%	\$ 34.65
712-97	Van	\$ 35.00	D/T hour	1.25%	\$ 34.65
712-97	Carpenter (Non-Union)	\$ 50.00	S/T hour	1.25%	\$ 49.50
712-97	Carpenter (Non-Union)	\$ 70.00	O/T hour	1.25%	\$ 69.30
712-97	Carpenter (Non-Union)	\$ 95.00	D/T hour	1.25%	\$ 94.05
712-97	Teamster (Non-Union)	\$ 40.00	S/T hour	1.25%	\$ 39.60
712-97	Teamster (Non-Union)	\$ 60.00	O/T hour	1.25%	\$ 59.40
712-97	Teamster (Non-Union)	\$ 85.00	D/T hour	1.25%	\$ 84.15
712-97	Truck + Driver (Non-Union)	\$ 35.00	S/T hour	1.25%	\$ 34.65
712-97	Truck + Driver (Non-Union)	\$ 35.00	O/T hour	1.25%	\$ 34.65
712-97	Truck + Driver (Non-Union)	\$ 35.00	D/T hour	1.25%	\$ 34.65