



TERMS AND CONDITIONS

Contract Number: GS 29F-0004S

Contract Period: November 30th, 2010- December 1st, 2015

Contractor information:

PlanIt Office Concepts, Inc.
3193 W. Flowering Cactus, Ct.
Tucson, AZ 85745
915-227-1763

CAGE Code: 30FS8

DUNS: 783971786

TIN: 20-0018102

SAM: Registered in the System for Award Management (SAM) database.

Customer Information:

Table of awarded SIN's Labor/Disciplines/ Rates	Per Unit	Government
SIN 712-1 Project Manager	Hour	\$ 38.00
SIN 712-4 Furniture Design and Layout	Hour	\$ 39.00

GSA approved pricing

Prices shown are NET to the Government

Pricing is based on hourly rates for services.

No products are offered.

2. Maximum Order: \$500,000

3 .Minimum Order: \$100.00

4. Geographic Coverage: Domestic 48 Contiguous states, District of Columbia, Alaska, Hawaii

5. Point of Production : PlanIt Office Concepts, Inc. Tucson, Arizona

6. Discount from List Price: Prices are GSA net.

7. Quantity Discounts : None

8. Payment Terms: Net 30 days

9. Prompt Payment Terms: None

10. Foreign Items: Service under both SIN's performed in the United States.

11. Time of Service: Delivery will be negotiated at the task order level.

12. Delivery Time: Delivery will be negotiated at the task order level.

13. Overnight Delivery: N/A

14. Urgent Requirements: Urgent needs will receive immediate attention.

15. FOB: Destination.

16. Ordering Address: 3193 W. Flowering Cactus, Ct. Tucson, AZ 85745
Attn: Michele Yanez 915-227-1734 michele@planitoffice.biz.

17. Payment Address: 3193 W. Flowering Cactus, Ct. Tucson AZ 85745.

18; Warranty: Standard Commercial Warranty (Professional liability Insurance).

19. Cancellation: Notice of cancellation is accepted in writing only. PlanIt Office Concepts, Inc. will invoice for hours expended to date.

Services:

SIN Number 712-1 Project Management

PlanIt's services include but are not limited to:

- Conducting feasibility study of clients requirements in the areas of
Space
Furniture
Data, electrical, and telecommunication
Special workflow issues
- Develop a project management and implementation strategy which identifies all relevant issues
- Assist client in developing budget requirements for the design, acquisition, delivery, and installation of the project
- Partner with client to assure the design process meets their requirements.
- Work with client, contractor, installation team, and vendors to develop project schedule
- Manage the logistics of the interior construction and furniture installation. Coordinate deliveries, installation standards, and furniture placement.
- Develop punch list and plan for resolution of these items
- Obtain sign off from client for project completion

SIN Number 712-4 – Design/Layout

PlanIt provides our clients with complete interior design, product specifications and furniture consultation services. Our services include but are not limited to:

- Evaluation of the:
 - Customer's space
 - Furniture requirements
 - Existing inventory
 - Space standards,
 - Workflow issues
 - Electrical/Data requirements
- Development of a proposed design based on the evaluation process
- Presentation of preliminary design included sketches, color boards, fabric and finish samples, and furniture selections
- Upon client approval, PlanIt prepares detailed electronic plans and specifications (AutoCAD and CAPSPEC)
- Review of plans including 3D elevations. Final approval of fabrics and finishes
- Preparation of project book showing each furniture item specified, finishes and a coded floor plan.
- Detailed electronic drawings provided to architect to place into construction documents. Data, electrical, and telecommunication plans provided to appropriate trades.
- Installation drawings provided to install team. Pre installation meeting held to review plans and schedule
- On site coordination of delivery and placement of products
- Walk through of project and development of punch list
- Develop plan for resolution of punch list items.
- Obtain sign off of project from client.