



GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Comprehensive Furniture Management Services (CFMS)

FSC Group 71, Part II, Section K
NAICS Code 541611

SIN 712-1 Project Management
SIN 712-4 Design / Layout



CORPORATE INTERIORS INC. (CI)
Contract Administration and 72A Representative
Sheri Raiford, President, Federal Contracts Administrator
4343 Shallowford Road Suite E-1, Marietta, Georgia 30062
Telephone: (770) 650-2880 Fax: (770) 650-2850
sheri.raiford@ci-corporateinteriors.com



TO PLACE AN ORDER – Call (770) 650-2880
Corporate Interiors Inc (CI)

Sheri Raiford, President, Federal Supply Schedule Sales
4343 Shallowford Road Suite E-1, Marietta, Georgia 30062
Telephone: (770) 650-2880 Fax: (770) 650-2850
Web Address: www.corporateinteriors.com

Contract Number: GS-29F-0004T

Contract Period: December 27, 2006 through December 26, 2011

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at **fss.gsa.gov** 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.

To place an order or request information, call CI (770) 650-2880

GSA CFMS
SCHEDULE

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CFMS Schedule Overview



Lackland AFB C-5 Training Schoolhouse



US Magistrate Court, Atlanta, Georgia



Shaw AV Conference Presentation Room

CI Simplifies Government Planning for Interiors with CFMS

CI Corporate Interiors, a 100% Woman owned Small Business enterprise, offers a broad range of facilities planning services through the GSA **Comprehensive Furniture Management Services (CFMS) Schedule**, Contract Number GS-29F-0004T

Our CFMS Schedule is a 5 year contract starting December 27, 2006 through December 26, 2011.

GSA has completed the federally mandated contracting requirements review; competition, pricing and other contracting evaluations required so you can easily procure needed facilities planning, project management and interior design professional services.

Ordering

Corporate Interiors, a 100% Woman owned Small Business enterprise,

- Call (770) 650-2880 for personal services

OR

- Go to <http://www.gsa.gov/advantage> on your internet browser
 - Login and enter Corporate Interiors in the search window
 - Select E-buy and a request a quote
 - GSA Advantage will walk you through preparing a Purchase Requisition / Statement of Work, Request of Quotation (RFQ), and firm selection based on best value.

Specific details for each service, labor category description, and pricing are available on our GSA Advantage catalogue.

Company Overview

CI offers a comprehensive range of planning services including strategic planning; programming; space planning, interior design; signage graphics; facility planning; facility documentation and asset management with an emphasis and specialization in facilities planning.

For more information, please contact:

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CI Corporate Interiors
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Department of Energy Headquarters
Atlanta, GA



Gwinnett County Juvenile & Recorder's
Court



Fort McPherson Open Office DESOPS

Company Information

Corporate Interiors (CI), an award-winning facilities planning and interior design firm specializes in office planning for public and private sector corporations and agencies. CI offers a comprehensive range of interior design services including strategic planning; programming; project management, space planning, interior design; signage graphics; facility planning; facility documentation and asset management with an emphasis and specialization in facilities planning.

Our portfolio of work in the government and private sector comprises various project types including:

- Corporate and regional headquarters facilities,
- Command Headquarters & Squadron Operations Facilities,
- Training Centers;
- Child Care Centers,
- Industrial Facilities,
- Courthouse Design and Judicial Chambers
- Hospitality Design

Founded in 1988, the Atlanta-based, woman-owned firm has consistently shown a commitment to excellence. CI's internal organization is team based. Each project receives the full attention and participation of the principal who works with the project director and project manager to implement the project on an as needed basis, and who has the capability to command all resources of the firm. The Firms Principal or Associate Principal initiates all projects. CI's design team works with consulting architects and engineers to generate DOD design build and design bid build work through out the US from California to the east coast.

Our reputation has been built on successfully completed projects for our clients, which have exceeded their expectations. Many of our clients continually select CI Corporate Interiors for multiple successive projects and we have held multiple award IDIQ contracts with both the Department of Defense and General Services Administration serving GSA Region 4 since 1992.

The bottom line is that our team understands the federal work place and has the creative capabilities and the desire to consistently deliver a high quality product.



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712-1 Project Management

Project Management services include comprehensive management support for the design, reconfiguration, relocation, and increasing/downsizing of office spaces and similar facilities. Contractors work as a partner with the customer organizations to manage the projects to ensure they meet the customers' requirements.

Examples of project management services may include *BUT ARE NOT LIMITED TO*:

- Development of project management plans and implementation strategies.
- Development, management and coordination of the project phasing.
- Identification of significant issues related to the project
- Assistance in preparation of budget requirements for the design, acquisition, delivery and installation of furnishings and equipment.
- Management of interior design process.
- Ensuring compliance with applicable codes and regulations.
- Oversight of deliveries and installations to ensure adherence to scope of work, installation standards and accurate placement of furniture according to plan.
- Management of logistics of interior renovations and furniture installation.
- Determination of feasibility by space forecasting and building analyses.



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CFMS Statement of
Work Overview
(SINS)

712-4 Design / Layout

Services cover complete interior design, space planning, interior consultation, and product specifications.

Examples of design / layout services may include *BUT ARE NOT LIMITED TO*:

- Evaluation of the customer's overall office space and furniture requirements, existing inventory, space standards, the functional office environment, work flow, and special space or electrical/data requirements.
- Formulation of design solutions.
- Development of detailed plans based on the service provider's evaluation and proposed design solutions.
- Providing documentation in printed and electronic formats.
- Production of drawings and other documentation containing sufficient detail of design intent for use by all parties,
- Development of furniture, furnishings and equipment specifications.
- Coordination and obtaining plan approval by the customer agency and its sub- components.



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GSA Awarded Pricing for CFMS Professional Services

GSA CFMS Labor Category	GSA Price Rate (hourly) with 0.75% IFF Year 1
Principal	\$118.38
Associate Principal	\$104.17
Sr. Interior Designer	\$76.88
Interior Designer	\$57.34
Clerical	\$40.35
Project Manager	\$118.38

Labor / Task Descriptions Professional Services

Principal

Responsibilities:

- Provides comprehensive management support for projects covering project management and interior design / layout, relocation, and resizing of office space and similar facilities.
- Acts as negotiator for the firm to commit the resources of the firm with ordering agencies for delivery / task orders and design phases of task orders. Plans and organizes the resources within the firm to accomplish the design tasks.
- Plans, organizes, and oversees work efforts; assigns and manages resources, supervises personnel; **serves as quality control manager and monitors overall project and contract performance.**
- Provides design concepts for overall project as needed. Services cover comprehensive interior design services and project management.

Qualifications: BA or BS in interior design and 20 years of relevant experience, certification and registration in the field of interior design.



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Associate Principal

Responsibilities:

- Provide comprehensive management support for projects covering project management and interior design / layout, relocation, and resizing of office space and similar facilities.
- Plans, organizes, staffs, directs, and manages performance of work for associated multiple task orders. **Serves as associate quality control manager and monitors project and contract task orders.**
- Responsible for providing technical guidance and expertise to Interior design staff on state-of-the-art methods, tools, computer programs, and techniques in performance of the work.
- Works directly with customers to provide programming, space planning and analysis, development of standards and guidelines, construction documents and furniture and finish specifications, inventory management and procurement assistance and assessments.
- Provides design concepts for overall project as needed. Services cover comprehensive interior design services and project management.

Qualifications: BA or BS in interior design and 15 years of relevant experience, certification and registration in the field of interior design.

Senior Designer

Responsibilities:

- Services include comprehensive management support for projects covering project management and interior design / layout, relocation, and resizing of office space and similar facilities.
- Plans, organizes staff, directs, and manages performance of work associated with one or more subtasks and on one or more task orders.
- Plans work efforts, prepares schedules and budgets as needed to accomplish the work.
- Works directly with customers in providing programming, space planning, and analysis, development of standards and guidelines, construction documents and furniture and finish specifications, and project management duties as needed.
- Services cover complete project management and interior design services. Works independently and as part of management team.

Qualifications: BA or BS in interior design and 5-10 years of relevant experience, certification in the field of interior design.

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Interior Designer

Responsibilities:

- Participates in the planning, organizing, management and performance of one or more subtasks on one or more task orders.
- Under technical guidance and expertise of Interiors Principal or Associate Principal contributes substantially to the performance of project activities and the preparation of work products, including but not limited to programming, space planning and analysis, development of interior finish and furniture standards and guidelines, construction documents and furniture and finish specifications.
- Works a key team member on all projects as assigned will also be able to work independently on an as needed basis.
- Works with customers as part of project team with technical managerial guidance provided,

Qualifications: BA or BS in interior design and 1 - 5 years of relevant experience, working towards certification and registration in the field of interior design is expected.

Project Assistant / Clerical

Responsibilities:

- Serves as Resource Specialist to assist project designers in locating furniture and furnishings as required.
- Assist in preparation of schedules and budgets as required.
- Serves as fact finder and document control specialist and handles multiple management and origination tasks for the project teams on one or task orders in ore or more task phases. High organizational skill required for position that must be able to work independently and as part of multiple teams.
- Expertise in Microsoft Office Word and Excel, and Project required.
- Interfaces with customers in work related organizational roles.

Qualifications: BA or BS in communication and or a related business filed and 1 - 5 years of relevant experience, no certification required.



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Terms and Conditions

1. **Corporate Interiors Inc** is a 100% Woman Owned Small Business concern.
 - 1a. The SIN awarded under this GSA contract number are 712-1 Project Management and 712-4 Design / Layout services.
 - 1b. Contractor's pricing is based on hourly rates for Services. No products are offered.
2. **Maximum Order:** All SINs at \$500,000 per order, Order may be placed above this threshold in accordance with FAR 8.404.
3. **Minimum Order:** One full working day for any labor category.
4. **Geographic Coverage:** Domestic and overseas
5. **Points of Performance and / or Production:** CI Corporate Interiors office location at 4343 Shallowford Road Suite E-1 Marietta, Georgia 30062 USA.
6. **Discounts:** GSA CFMS discount range at time of contract award is 10.5% - 1% OFF Comparable Commercial Price LIST/ The GSA CFMS awarded pricing herein includes the IFF (Industrial Funding Fee) at 0.75%.
7. **Additional Discount Terms:**
 - 7a. **Prompt Payment:** 1% if received within 30 calendar days of invoice date
 - 7b. **Quantity:** None
 - 7c. **Dollar volume:** None
 - 7d. **Government Educational Institutions:** None
8. **RESERVED**
9. **Government Purchase cards** are accepted at the micro-purchase threshold of one full working day for any labor category.
 - 9a. Government Purchase cards are accepted **above** the micro-purchase threshold of one full working day for any labor category
10. **Trade Agreements** (June 2004) All Services and/or items are U>S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products or Mexican end products, as defined in the Trade Agreements, as amended (June 2004).



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Terms and Conditions

11. Delivery

- 11a. Time of Delivery:** CI Corporate Interiors will respond to the federal government ordering office to begin projects within 30 days ARO (after receipt of order).
- 11b. Expedited Delivery:** As required by customer.
- 11c. Overnight and 2-Day Delivery:** As requested by customer.
- 11d. Urgent Requirements:** Urgent needs will receive immediate attention.

12. FOB Point: Destination according to geographic coverage.

13. Ordering Address: Corporate Interiors, 4343 Shallowford Road, Suite E-1, Marietta, Georgia 30062; ATTN: Sheri Raiford

14. Payment Address: Corporate Interiors, 4343 Shallowford Road, Suite E-1, Marietta, Georgia 30062; ATTN: Sheri Raiford

15. Warranty Provision: The contractor, Corporate Interiors expressly warrants that all services delivered hereunder will conform to the performance work statement, specifications, drawings, samples or descriptions furnished to or by the ordering agency(ies); the services shall be performed by the contractor in a professional manner by qualified personnel.

16. Export Packing Charges: As Applicable

17. Terms and conditions of Government purchase card acceptance: Thresholds at or above the micro-purchase level of one full working day for any labor category.

18. Terms and conditions of retail, maintenance, and repair: Not applicable.

19. Terms and condition of installation: Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable.

21. List of service and distribution points: Not applicable

22. Participating Dealers: Not applicable.

23. Preventive Maintenance: Not applicable.

24. Environmental Attributes: Not applicable.

25. DUNS No.: 19-217-9083; **TIN:** 58-1804939

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GSA CFMS
SCHEDULE
GS-29F-0004T

Terms and Conditions

26. Registration in CCR Database: Yes, Cage Code #OPZY2

27. Cancellation Policy: No cancellation charge prior to beginning of production. Actual cost / wages that the contractor can demonstrate will be paid within a reasonable amount of time.



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