

Comprehensive Furniture Management Services  
Solicitation Number: 3FNC-B3-003001-B  
Refresh Number: 17



## GENERAL SERVICES ADMINISTRATION

Schedule 71-II-K - Comprehensive Furniture Management Services

Contract Number: GS-29F-0005U

SINS: 712-1, 712-2, 712-3, 712-3RC, 712-4 , 712-97, 712-6

Contract Period: October 26, 2012– October 25, 2017

Corporate Information

Customer Information

Services Offered

Labor Categories and Pricing

Labor Category Descriptions



On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to electronic delivery order are available through GSA Advantage!, a menu –driven database system. The INTERNET address for GSA Advantage! Is: [GSAAdvantage.gov](http://GSAAdvantage.gov)

8(a), WOB, VOB, SDVOB, DBE, SBE, MOB

Comprehensive Furniture Management Services  
Solicitation Number: 3FNC-B3-003001-B  
Refresh Number: 9



## CORPORATE INFORMATION

### Business Information

#### Points of Contact:

Barbara Myrick  
President  
Telephone: 719-577-4550  
Fax: 719-577-4560  
[bmyrick@bmc-i.com](mailto:bmyrick@bmc-i.com)

Federal Identification: 04-3803870  
DUNS Number: 135020316  
CAGE Code: 3G1E7

#### Certifications:

Dena Francis  
Furniture Procurement Director  
Telephone: (719)719-577-4550  
Cell: (719)310-6858  
Fax: 719-577-4560  
[dena@bmc-i.com](mailto:dena@bmc-i.com)

SBA 8(a) Certified Small Disadvantage  
Minority Owned Business  
Woman Owned Business  
DoT Certified Disadvantage Business Enterprise –  
State of Colorado  
Veteran Owned Business  
Service Disabled Veteran Owned Business

#### Orders:

[office@bmc-i.com](mailto:office@bmc-i.com)

### Customer Information

### B&M Construction, Inc.

Corporate Headquarters:

3134 Beacon Street  
Colorado Springs, CO 80907

Mailing Address:

PO Box 16044  
Colorado Springs, CO 80935

Telephone:

719-577-4550

Email:

[office@bmc-i.com](mailto:office@bmc-i.com)

Website:

<http://www.bmc-i.com>

Fax:

719-577-4560

Comprehensive Furniture Management Services  
Solicitation Number: 3FNC-B3-003001-B  
Refresh Number: 9



1. **Awarded SINS**
  - 712□1 Project Management
  - 712□2 Asset Management
  - 712□3 Relocation Management
  - 712□4 Furniture Design/Layout
  - 712-6 Asset Maintenance

*\*For item descriptions and awarded prices, please reference "Labor Categories and Pricing"*
2. **Labor Category Descriptions** Please reference "Labor Category Descriptions" section
3. **Maximum Order** \$500,000
4. **Minimum Order** \$500.00
5. **Geographic Coverage** Domestic service and delivery only
6. **Discounts** **GSA Basic Discount 25.5%**
7. **Prompt Payment Terms** 2%, 10 days
8. **Government Purchase Cards** Government purchase cards are accepted at or below the micro purchase threshold.
9. **Time of Delivery** Determined by Manufacturers lead dates
11. **Expedited Delivery** Determined by Manufacturers lead dates
12. **FOB Terms** Destination
13. **Ordering Address**

B&M Construction, Inc.  
3134 Beacon Street  
Colorado Springs, Colorado 80907  
office@bmc-i.com  
Fax 719-577-4550
14. **Ordering Procedures**

15. **Payment Address** 8(a), WOB, VOB, SDVOB, DBE, SBE, MOB  
B&M Construction, Inc.

P.O Box 16044  
Comprehensive Furniture Management Services 80935  
Morago Springs, CO  
Solicitation Number: 3FNC-B3-003001-B  
Refresh Number: 9



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| <b>16. Warranty Provisions</b>                                     | Manufactures Warranty  |
| <b>17. Terms and conditions of rental, maintenance, and repair</b> | Manufactures Warranty  |
| <b>18. Terms and conditions of installation</b>                    | Based upon SOW outlined by agencies  |
| <b>19. Terms and conditions of repair parts</b>                    | Manufacturers Warranty   |
| <b>20. Terms and conditions for any other Services</b>             | Based upon SOW outlined by agencies  |
| <b>21. List of participating dealers</b>                           | N/A  |
| <b>22. Preventive maintenance</b>                                  | Manufacturers Warranty   |
| <b>23. Section 508</b>   | N/A  |
| <b>24. Data Universal Number System (DUNS) Number</b>              | <b>135020316</b>   |
| <b>25. SAM Registration</b>  | <b>B&amp;M Construction, Inc.</b> maintains an active and current registration in Central Contractor Registration (CCR) database |
| <b>26. Uncompensated Overtime</b>                                  | Not used   |

Comprehensive Furniture Management Services  
Solicitation Number: 3FNC-B3-003001-B  
Refresh Number: 9



## SERVICES COVERED

### **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.

### **SIN 712□2**

#### **Assets Management**

Supply customer agencies with services designing and installing systems to manage office furniture and related inventories, includes warehouse and property disposal management

### **SIN 712□3**

#### **Relocation Management**

Services for reorganizing, consolidating, warehousing and/or opening new facilities. Furniture, office equipment and furnishings included.

### **SIN 712□4**

#### **Furniture Design/Layout**

Services for inclusive furniture consultations, interior design and product specifications. Furniture, office equipment and furnishings included.

### **SIN 712-6**

#### **Assets Maintenance**

Services for restoring, repairing, renovating, reupholstering and cleaning of office furnishings and equipment.

Comprehensive Furniture Management Services  
Solicitation Number: 3FNC-B3-003001-B  
Refresh Number: 9



## LABOR CATEGORIES AND PRICING

### LABOR CATEGORY GSA RATE

#### SIN 712-1, 712-2, 712-3, 712-4, 712-6, 712-97

Project Manager	\$76.36
Procurement Coordinator	\$60.74
Project Engineer	\$62.48
Site Manager	\$52.06
Contract Specialist	\$36.44
Project Designer	\$62.48
Senior Space Planner	\$52.06
CAD Draftsman	\$52.06
Inventory Control Specialist	\$48.59
Warehouse Manager	\$41.65
Warehousemen	\$27.77
Laborer/Mover	\$27.77
Driver with Truck	\$52.06
Lead Installer	\$46.51
Installer	\$38.18
Furniture Technician	\$46.51
Administrative Assistant	\$27.77

- *Prices Shown Herein are Net (discount deducted)*



## LABOR CATEGORY DESCRIPTIONS

### **SIN 712□1 Project Management:** **Project Management (Furniture/Furnishings related)**

#### **Project Manager**

BMC, Inc. offers a wide range of Furniture Project Management resources for the comprehensive support of new furniture procurement, including design capabilities that facilitate space reconfiguration, furniture acquisition or relocation, and increase or decrease of current office space and similar facilities. This includes, *but is not limited to*, case goods and systems furniture, as well as office furnishings or equipment.

BMC, Inc.'s Furniture Project Manager contributes more than ten years of furniture procurement and management experience, and is responsible for leading the team in collaborative efforts with client, contractor, installation team, and vendors for the development and implementation of project plans, timelines, delivery and installation strategies, and project phases from contract inception through completion. This approach enables us to manage each project successfully; consistently achieving the Government Agency requested time frames for completion based on the project Statement of Work and feasibility study (when required). Additional responsibilities also include:

- Identification and proactive management of any potential or actual project completion challenges;
- Assistance in budget preparation requirements for design, acquisition, delivery and installation of furniture or equipment;
- Ensure compliance with applicable codes and regulations;
- Provide oversight of deliveries and installations for all furniture installations to ensure compliance with the Customer Agency Statement of Work, accepted Installation Standards, and accurate placement of furniture per design plans;
- Manage the logistics of furniture removal, storage, relocation, or interior renovation;
- Provide a feasibility recommendation for space forecasting according to completed building analyses where required;
- Provide recommendations and/or services for a turn-key reorganization and consolidation of existing facilities as customized by the Customer Agency, including space planning, project communication, move management and post-move reorganization;
- Develop and maintain relationships with customer, field supervisors, and internal department liaisons;
- Provide project status updates and financial reporting to all appropriate personnel;
- Maintain timely communication and harmonious relationships between disciplines with the intent to minimize cost overruns as a result of delay throughout the project due to changes in design, SOW, or project details;



Develop product punch list and action item resolutions;

Obtain Customer Acceptance Form sign-offs for project completion;

### **Furniture Project Coordinator-**

In order to provide the highest level of customer service and satisfaction to customer agencies, BMC Inc. recognizes the value of maintaining an open information conduit as it relates to contract status. Therefore at BMC Inc., in addition to a Project Manager, we also provide an experienced ***Furniture Project Coordinator*** to serve as the primary point of contact between agency contracting officers, vendors, installers, project managers, and BMC on all customer-service related functions. This open communication forum reduces wait time for customers in terms of information gathering, order status, delivery and installation dates/times/access, add-on product, and warranty and service issues. The ***Furniture Project Coordinators'*** responsibilities include, *but are not limited to*:

- o Accurate record keeping for all points of contact on the contract
  - o Proper organization of all contract related documents in project folders
  - o Scheduling of weekly team meetings to ensure project accuracy and timeliness according to the contract Statement Of Work
  - o Coordinate with designers on all activities related to customer schedules to ensure project objectives are achieved
  - o Specify add-on product (not requiring design) directly to government agency
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- o Conduct Quality Assurance checks with Project Manager
  - o Verify correct product pricing and discounts applied to order
  - o Obtain installation quotes from properly trained/certified installers as required
  - o Prepare pre-proposal documents and add-on's for Project Manager review
  - o Generate Purchase Order's for all contracts to include initial orders, revisions, or add-ons
  - o Process and track all furniture orders
  - o Update project folders, both paper and electronic, with phase completion status reports, punch list items, follow-up timelines, and correspondence prior to final Customer Acceptance Form(s) receipt and Invoicing
  - o Receive and verify vendor Acknowledgements for product and pricing accuracy
  - o Submit all change orders as required
- Provide overall customer satisfaction



SIN 712-2

**Asset Management (furniture and furnishings related)**

**Asset Management Team**

Asset management is a critical component of maintaining government agency financial viability and, when performed accurately, is an added value that provides agencies with a real time inventory for the purposes of evaluating new furniture acquisition, space expansion or reconfiguration, existing furniture storage space requirements, and relocation services.

As such, BMC Inc.'s Furniture Asset Management team, which incorporates the expertise of a project manager, move coordinator, and warehouse manager, will work together with government agencies to develop and implement a customized asset management system which will monitor and track furniture, equipment, and furnishings through provision or utilization of the following:

- Analyses of all current Asset Management and business processes at Government Agency
- Provide a physical inventory of existing furniture assets
- Provide electronic bar-coding services, develop barcode standards and barcode tracking database
- Provide labor for the physical tagging of all furniture items and movement of inventory to an appropriate warehouse or storage facility
- Flow chart current agency processes and generate recommendations for improvement as needed as it relates to furniture inventory utilization
- Customize computer-aided furniture management system to meet improvement recommendations
- Install Asset Management systems to provide agency staff with training for proper use and maintenance of the inventory management system
- Provide experienced warehouse management personnel when appropriate to supervise, maintain, and monitor inventory activity to ensure proper product relocation or liquidation
- Notify agency designated point of contact within 24 hours of product arrival or disbursement into and out of warehouse facility
- Input received/dispersed product into Asset Management database to maintain accurate electronic inventory database

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Refresh Number: 9



SIN 712-3

**Reconfiguration/Relocation Management: (Furniture and furnishings related):**

As awarded on contract #GS-29F-0005U, effective 10/26/2007 for FSC 71, part II, Section K, awarded under solicitation number 3FNC-B3\_003001-B.

Similar to SIN 712-1, the BMC Inc. Project Management Team will provide turn-key reconfiguration or relocation services for facility consolidation, expansion, or the opening of a new facility. Services desired can be determined by the customer agency and customized to fit the need, including space planning, interior design, project communications, move management services, as well as temporary and long-term warehousing or storage of existing or new furniture product, and post-move coordination. All services provided and completed with maximum cost efficiency and minimum business disruption.

Examples of reconfiguration and relocation services BMC Inc. will provide:

- Development of pre-move plans and schedules for both the originating and receiving end of relocation, to include route planning, disassembly and reassembly of furniture, and packing of materials
- Coordination of relocation and reconfiguration plans and schedules with other professional craft and trade persons, including designers, architects, telecommunications and information technology specialists, carpet installers, electricians, etc.
- Generation of furniture, furnishings, and equipment inventories prior to move and verification of arrival of all product at new location
- Oversight of furniture/furnishings/equipment move and installation or reconfiguration
- Development of transition guidelines for personnel support
- Verification of critical field dimensions prior to relocation or reconfiguration
- Develop furniture reuse programs where appropriate



## SIN 712-4

### **Design/Layout (Furniture and Furnishings related):**

BMC Inc.'s design team provides Government Agencies with services for complete interior design, including furniture consultations, overall space planning, and furniture product specifications. BMC Inc. will also address existing inventory, work flow, functional office space and its standards, as well as any specific space requirements for electrical/data.

Examples of Furniture Design and Layout services provided by BMC include, *but are not limited to*:

- Overall evaluation of customer space and furniture requirements, existing inventory, space standards, and the functional office environment
- Formulation of initial design proposals based on projected space usage, incorporating knowledge of design principles and theory of human behavior
- Provision of documentation in both print and electronic format (i.e. AutoCAD) reflecting development of detailed layout plans based on service provider's proposed design solutions
- Schematic space plans shall be produced in sufficient detail for review and approval by the Government Agency and all sub-components
- Production of drawings and supporting documents containing sufficient level of design intent for use by furniture installers, electricians and other specialty contractors or sub-contractors
- Development of furniture, furnishings, and equipment specifications and plans for reallocation or disposal/disposition of existing furniture if reuse is determined to be inappropriate or undesirable
- Selection and specification of furniture, fixtures, fabrics, and finishes to convey design concept and work space usage appropriately
- Acquisition and installation of furniture, furnishings, and equipment to fulfill customer needs

## 712-6 Asset Maintenance