

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

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 GSA Advantage! is: GSAAdvantage.gov.

FSC GROUP 71 PART II SECTION K  
COMMODITY: Comprehensive Furniture Management Services  
FSC CLASS/PRODUCT CODE: 7110

Contract number: GS-29F-0005Y

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

Contract period: May 22, 2012 to May 21, 2017

TURNKEY SERVICE, INC.  
75 Terrapin Dr.  
Brandon, MS 39042-2513  
DUNS: 960246346 CAGE: 5D7V1  
PHONE: 601-540-3519 FAX: 601-707-5961  
Mary Helen Abel: maryhelenabel@yahoo.com

Contractor's internet address/web site where schedule information can be found: <http://www.turnkeyserviceinc.com>

Business size: Small

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

- 712 1 Project Management (Furniture/Furnishings Related)
- 712 2 Assets Management (Furniture and Furnishings Related)
- 712 3 Reconfiguration/Relocation Management (Furniture and Furniture Related)
- 712 4 Furniture Design/Layout

SIN	SERVICE	UNIT OF ISSUE	GSA PRICE
712 4	Design implementation	SF	\$1.80
712 3	Workplace reconfiguration-Dismantle	Site	\$143.58
712 3	Workplace reconfiguration-Re-install	Site	\$311.08
712 1	Sr. Project Manager	HR	\$50.73
712 1	Project Manager	HR	\$47.86
712 2	Supervisor	HR	\$38.29
712 2	Skilled laborer	HR	\$30.63
712 2	General Laborer	HR	\$28.72
712 2	General Laborer	HR	\$22.97

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

SIN	SERVICE	UNIT OF ISSUE	GSA PRICE
712 4	Design implementation	SF	\$1.80
712 2	General Laborer	HR	\$22.97

1c.

Service	Description
Design Implementation	Initial meeting to determine requirements of project and obtain specs of project ( # of employees, size of space, etc) terms of project ( time line and pricing). Field Measurements to verify or create building drawings, meet with employees and management to learn how to best use space. Conference Calls and Site visits. Draw floor plans, showing electrical locations. Series of drawings as basic and flooring, to be furnished and data communication included.
Workplace reconfiguration-dismantle	Disassemble cubicles or workstations, removal of all components of workstation, disconnecting power from main modular power source, dismantling panels
Workplace reconfiguration-reinstall	Using drawing provided by customer, reassemble all products necessary for new work station or cubical to include: assembly of panels, overhead shelving, work surfaces, modular electrical components, pedestals, center drawers, articulating keyboard mechanisms, and misc works station components.

Labor Category	Description of duties and responsibilities	Education requirements	Experience requirement, in years
Sr. Project Manager	<p><b>Responsibility:</b> Organizes, directs and coordinates planning and production of all contractor's contract support activities. Meets with management personnel, contractor managers, and customer representatives. Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, procedures, purpose and goals of the organization to subordinates. The Senior Project Manager is responsible for all of the duties of the Project Manager as well as additional duties. The Senior Project Manager works with electronic AutoCad drawings furnished by the client to design a unique furniture layout. This unique layout not only makes the most of all space available, but also maximizes workflow by evaluating the purpose of each space. All of this is done within the client's budget. On Federal Government jobs, the SPM works not only with local senior management, but also the Area Director and the Office of Facilities &amp; Access Management. The SPM produces configuration designs specifying a generic furniture plan from which Federal Agency approves and releases the contractor to develop and issues a Request for Quote (RFQ). The Senior Project Manager works closely with the Federal Agency to set quality standards of the furnishings and layout of the space. The SMP develops a projected budget and a timeline for the entire project. The SPM remains on the project, both onsite and by email and phone communication through completion. At the onset of a project, the SPM is responsible for documentation of s of condition of the space including the current electrical, lighting, sprinkler, and cabling route layout. Professional planning and design services include electrical and cabling requirements.</p> <p><b>Experience:</b> Fifteen (15) years</p>	Bachelor's Degree in Engineering, Computer Science, Graphic Design, or related discipline or 10 years equivalent experience in a technical discipline.	15
Project Manager	<p><b>Responsibility:</b> Provides competent leadership and responsible program direction through successful</p>	Bachelor's Degree in Engineering, Computer	12

	<p>performance of a variety of detailed, diverse elements of project transitioning. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the contractor's Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer's Technical Representative. Reports in writing and orally to contractor management and Government representatives.</p> <p>On site as representative of customer insuring that contractors are in approved areas and performing work as specified in contracts. Responsible for protection of PII. Securing premises after work done after hours. Assist Sr Project Manager in conference calls, construction meetings, pricing. Preparing quotes as well as cost estimates and development timelines. Prepare or assist SPM in preparation of Statement of Work. Make all travel arrangements for SPM, PM, and Labor. Responsible for all contractors onsite.</p> <p><b>Experience:</b> Twelve (12) years experience</p>	Science, Graphic Design, or related discipline or 10 years equivalent experience in a technical discipline.	
Supervisor	<p>On site as representative of customer assisting the Project Manager to insure that contractors are in approved areas and performing work as specified in contracts. Responsible for protection of PII. Securing premises after work done after hours. Assist Sr Project Manager in construction meetings, developing punch lists, implementing corrections, overseeing deliveries, and performing general maintenance.</p>	High School Diploma or GED, or seven (7) years equivalent experience in a technical discipline.	7
Skilled laborer	<p><b>Responsibility:</b> Implementation of and lead laborers for reconfiguration, installation, receiving, and debris removal. Assisting the Supervisor to insure that contractors are in approved areas and performing work as specified in contracts. Responsible for protection of PII. Securing premises after work done after hours. Assisting Project Supervisor in construction meetings, developing punch lists, implementing corrections, overseeing deliveries, and performing general maintenance.</p>	High School Diploma or GED.	7
Lead General Laborer	<p><b>Responsibility:</b> General labor duties to assist the Project Supervisor in reconfiguration, installation, receiving, and debris removal.</p>	High School Diploma or GED, or two (2) years experience in specific field.	2
General Laborer	<p><b>Responsibility:</b> General labor duties to assist the Lead Laborer with reconfiguration, installation, receiving, and debris removal.</p>	One (1) year equivalent experience general labor discipline.	1

2. Maximum order. \$500,000

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). 48 contiguous states; District of Columbia

5. Point(s) of production (city, county, and State or foreign country). Not applicable

6. Discount from list prices or statement of net price. Net prices set forth above

7. Quantity discounts. None

8. Prompt payment terms. None

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin). Not applicable

11a. Time of delivery. 90 days ARO

11b. Expedited Delivery. Contact the contractor.

11c. Overnight and 2-day delivery. Contact the contractor.

11d. Urgent Requirements. Contact the contractor.

12. F.O.B. point(s). Destination

13a. Ordering address.

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13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address.

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15. Warranty provision.

Turnkey's standard commercial warranty

Cancellation Policy: No charge prior to production. After production, only the actual costs will be billed to the customer if the merchandise cannot be resold or otherwise within a six (6) month period.

16. Export packing charges, if applicable. Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).  
None

18. Terms and conditions of rental, maintenance, and repair (if applicable). Not applicable

19. Terms and conditions of installation (if applicable). Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable

20a. Terms and conditions for any other services (if applicable). Not applicable

21. List of service and distribution points (if applicable). Not applicable

22. List of participating dealers (if applicable). Not applicable

23. Preventive maintenance (if applicable). Not applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). Not applicable

25. Data Universal Number System (DUNS) number. 960246346

26. Contractor is registered in Central Contractor Registration (CCR) database.