



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**COMPREHENSIVE FURNITURE MANAGEMENT SERVICES  
SCHEDULE**

**FSC 71, Part II, Section K  
FSC Class 7110 and Service Codes**

**CONTRACT NUMBER GS-29F-0007P  
Contract Period: 1/22/04 through 1/21/19**

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**Special Item Numbers**

712-3 – Reconfiguration, Relocation Management  
712-4 – Furniture Design / Layout

**OMNIFICS, INC.**

5845 Richmond Highway  
Suite 300

Alexandria, VA 22303

TEL: 703-548-4040

FAX: 703-836-8159

[www.omnifics.com](http://www.omnifics.com)

**BUSINESS SIZE: Other Than Small  
NAICS Codes: 541614 and 541410**

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! The INTERNET address GSA is GSAADVANTAGE.gov.

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Federal Supply Service  
Authorized Federal Supply Schedule Price List  
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**CONTRACT PERIOD: EFFECTIVE 1/22/04**

*Contractor:*

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**Business Size:**

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**Company Overview:**

Omnifics, established in 1984, is a full-service provider of workplace solutions including design, product sale, installation and project management of client's furnishings and modular interiors. Our offices are located in Alexandria, VA with our Distribution Center in Lorton, VA. Omnifics represents a wide variety of office furniture industry manufacturers. We are a Haworth Preferred Dealer.

**SPECIAL ITEM NUMBER 712-3  
RECONFIGURATION/RELOCATION MANAGEMENT**

Services include all the services for reorganization and consolidation of existing facilities and/or the opening of new facilities. These services will be provided and completed with maximum cost efficiency and minimum business disruption.

- Development of reconfiguration/relocation plans and schedules.
- Coordination of reconfiguration/relocation plans and schedules with other professional crafts and trades persons
- Installation, moving, disassembly and/or assembly of furniture and furnishings
- Verification of critical field dimensions before installation
- Temporary and long term warehousing for furniture and furnishings, ensuring proper accountability of items in storage
- Development of employee transition guides and handbooks

**SPECIAL ITEM NUMBER 712-4  
FURNITURE DESIGN/LAYOUT**

Services include complete interior design, space planning, and furniture consultation.

- 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 providers evaluation and proposed design solutions
- Provision of documentation in printed and electronic formats
- Production of drawings and other documentation containing sufficient detail of design intent for use by all other parties, such as electricians, furniture installers, cable installers, etc.
- Development of furniture, furnishing and equipment specifications
- Coordination of plan approval by the customer agency and its designated representatives

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December 9, 2013

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**Pricing Schedule and Labor Categories:**

	<i>Regular Time</i>	<i>Overtime</i>
Principal	\$120.00 / MH	\$180.00 / MH
Project Manager	\$ 64.00 / MH	\$96.00 / MH
Designer	\$64.00 / MH	\$96.00 / MH
Installer / Driver / Helper	\$ 58.00 / MH	\$87.00 / MH
Storage / Warehousing	\$ 1.50 / Sq.Ft.	

**Information for Ordering Activities**

- 1A. *Awarded Special Item Numbers:*  
 712-3 - Reconfiguration / Relocation Management  
 712-4 - Furniture Design / Layout
- 1b. *Identification of the lowest price model number and lowest unit price for each special item number awarded in contract:* See Pricing Schedule and Labor Categories (above).
- 1c. *Description of corresponding commercial Job titles, experience, functional responsibilities, and education for employees.* See Labor Categories Defined at the end of this document.
2. *Maximum Order Limitation:* **\$500,000.00**
3. *Minimum Order Size:* \$ 45.00
4. *Geographic Coverage:* 48 contiguous States and the District of Columbia
5. *Points of Production:* Alexandria, Virginia
6. *Statement of Prices:* All Prices are NET to the Government
7. *Quantity Discounts:* Not Applicable (N/A)
8. *Prompt Payment Discount:* Net 30 Days
- 9a. *Notification that Government Purchase Cards are accepted below the micropurchase threshold:* YES.
- 9b. *Notification that Government Purchase Cards are accepted above the micropurchase threshold:* YES.
10. *Foreign Items:* NONE
- 11a. *Time of Delivery:* Based on Task; please call Contractor.
- 11b. *Expedited Delivery:* Please call Contractor.
- 11c. *Overnight and 2-day Delivery:* Please call Contractor.
- 11d. *Urgent Requirements:* Please contact contractor.
12. *FOB Point:* Alexandria, VA
- 13a. *Ordering Address:*  
**OMNIFICS, INC.; 3<sup>rd</sup> Floor; 5845 Richmond Highway, Alexandria, Virginia 22303**
- 13b. *Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA / FSS Schedule homepage (gsa.gov/BPA)*
14. *Payment Address:* Omnifics, Inc.; 3<sup>rd</sup> Floor; 5845 Richmond Highway, Alexandria, VA 22303
15. *Warranty Provision:* We warrant our work for a period of one year.
16. *Export packing charges:* Not Applicable

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- 17. *Terms and Conditions of Government purchase card acceptance (any thresholds above the micropurchase level):* Will accept up to \$10,000.00 maximum for a credit card purchase.
- 18. *Terms and conditions of rental, maintenance and repair:* Not Applicable.
- 19. *Terms and conditions of installation:* See description under SIN 712-3.
- 20. *Terms and conditions of repair parts indicating dates of parts price lists and any discounts from list prices:* Not Applicable.
- 21. *List of service and distribution points:*  
     Omnifacs, 3<sup>rd</sup> Floor, 5845 Richmond Highway, Alexandria, VA 22303  
     OIS Distribution Center, 8208-I, Cinderbed Road, Newington, VA 22579
- 22. *List of Participating Dealers:* Not Applicable.
- 23. *Preventive Maintenance:* Not Applicable.
- 24a. *Special attributes, etc.:* Not Applicable
- 25: *DUNS NUMBER:* 12-155-6096
- 26. *Notification regarding registration in System for Award Management (SAM):* Yes
- 27: *CAGE NUMBER:* OAK27



**LABOR CATEGORIES DEFINED:**

***Position: Principal***

Experience and Education	Functional Responsibilities
Education: MBA	Conduct weekly team meetings to ensure timeliness and customer satisfaction
20 years of experience - project management and logistical planning	Analyze operations, make recommendations for changes to increase efficiency and reduce complexity
Accounting experience with budgets, forecasts, spreadsheets and customer relations	Using administrative systems, coordinate and review budgets and personnel assignments
Computer application skills	Manage and implement changes
Professional communication and presentation ability	
Comprehension of architectural, mechanical and electrical plans and product specifications	
In depth product knowledge and training	

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**Position: Project Manager**

Experience and Education	Functional Responsibilities
<p>Education: BA / BS (or 10 years industry experience)</p> <p>Minimum of 5 to 7 years project management experience with large-scale projects involving office furniture and/or demountable walls</p> <p>Leadership Ability</p> <p>Time Management Skills</p> <p>Proven Organization Skills</p> <p>Proficiency in various software programs and technologies</p>	<p>Plans, organizes and directs all office furniture systems installations, procurement follow-up, design changes for assigned projects</p> <p>Verifies scope of work definition for assigned projects</p> <p>Responsible for on-site contract administration issues</p> <p>Represents Omnifacs in all matters relating to project process</p> <p>Attend all job / project / construction meetings</p> <p>Establishes customer relationship at appropriate levels</p> <p>Coordinates site access requirements including security checks and building protection</p> <p>Manages expectations related to scope, price and schedule</p> <p>Provides periodic written project status, including brief daily bulletins once installation starts</p> <p>Prepare PunchList documentation at end of installation; tracking all issues until completion.</p>

**Position: Designer**

Experience and Education	Functional Responsibilities
<p>Education: BA/BS Degree from FIDER accredited design program</p> <p>Entry level experience may be acceptable for a junior designer</p> <p>NCDIQ Certification after 2 years of experience</p> <p>Proficiency in AutoCAD</p> <p>Space programming skills</p> <p>Proficiency in Configura CET</p> <p>Product Knowledge</p> <p>Knowledge of local codes and regulations</p> <p>Organized and detail focused</p>	<p>Development of comprehensive workspace solutions to best meet customer criteria</p> <p>Attend job meetings as required</p> <p>Development of comprehensive workspace solutions to best meet customer criteria</p> <p>Conduct site inspections for field verification</p> <p>Develop floor plans, furniture plans, panel plans and installation plans</p> <p>Create complete and accurate product specifications</p> <p>Develop plans for space reconfigurations, maximizing the reuse of existing products</p>

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**Position: Installer**

Experience and Education	Functional Responsibilities
Education: High School Diploma or equivalent Minimum Experience: 3 to 5 years installing Office Furniture, with emphasis on Haworth Haworth Installation Certification Good customer relations background	Assembly of modular furniture Loading and unloading trucks Assisting customers with requests Repair or service damaged furniture Maintain tool inventory and keep in good repair Responsible for correct documentation and name badges on job site Maintain installation standards and procedures Attend manufacturer and internal training

**Position: Driver**

Experience and Education	Functional Responsibilities
Education: High School Diploma or equivalent Minimum Experience: 3 years Clean driving record / valid drivers license Annual drug testing Working knowledge of basic product lines Ability to regularly lift and/or move up to 50 lbs.	Drive delivery trucks (24' Box) to and from worksites Assist in loading and unloading of furniture Keep current on necessary driving training and requirements Assist installers Remove all packing debris from job sites